User Manual

Web Hosting
PO Management System
Phase II

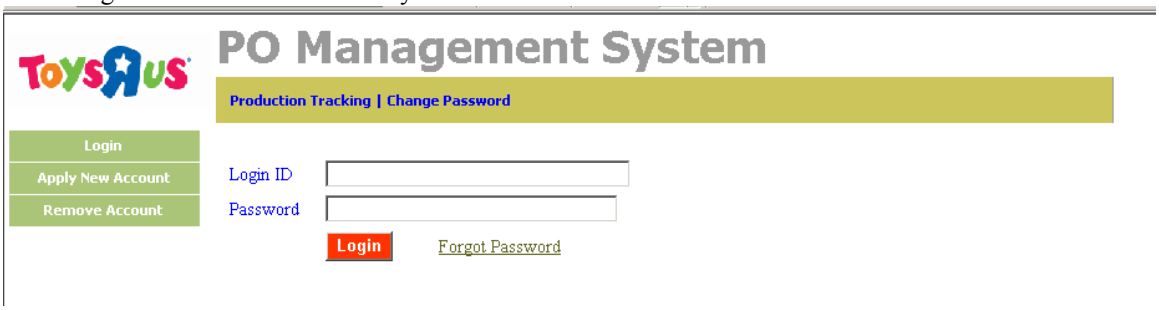
Created By

Business Process and Solution Team

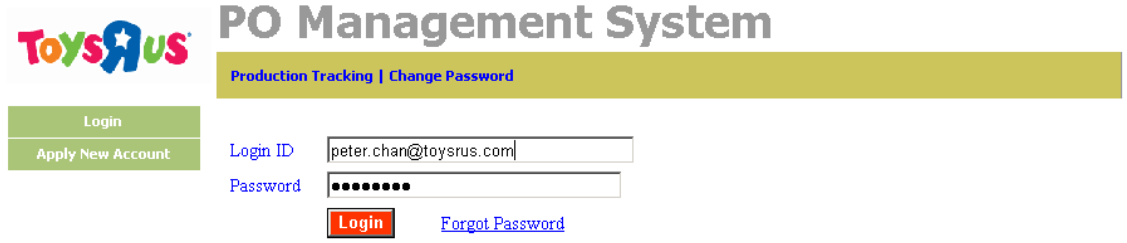
Part I – Login / Logout

Use Internet Explorer (IE), open www.truchinaportal.com

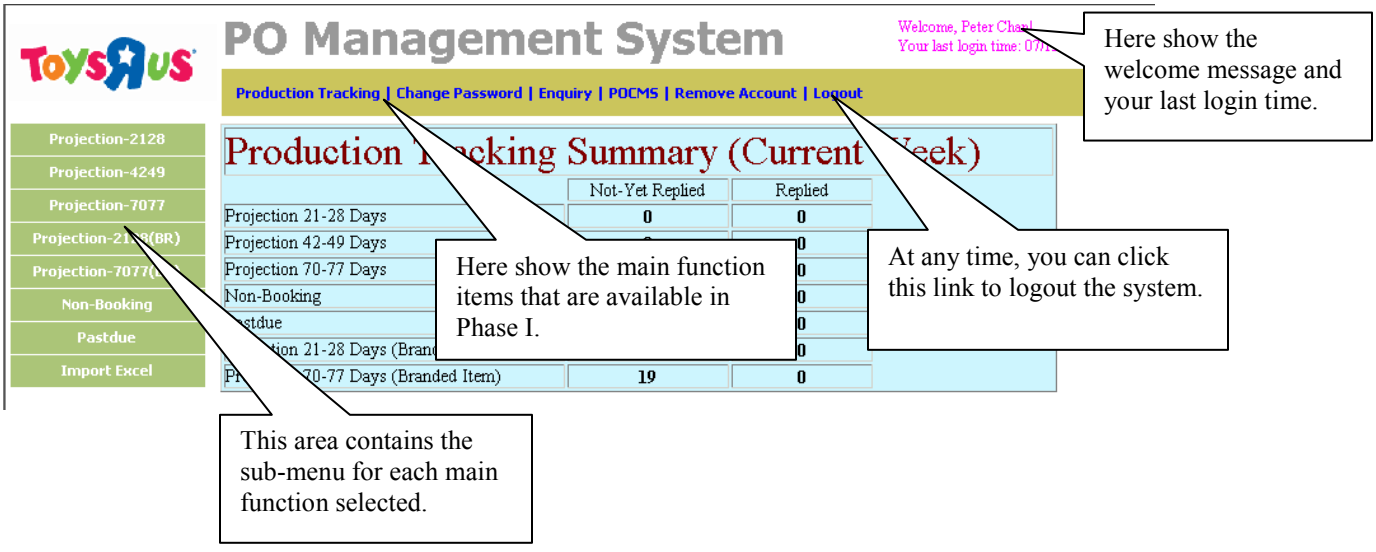
Below login screen will be shown in your browser:



Type in your Login ID (your e-mail address) and personal password in the appropriate fields and then click button "Login".

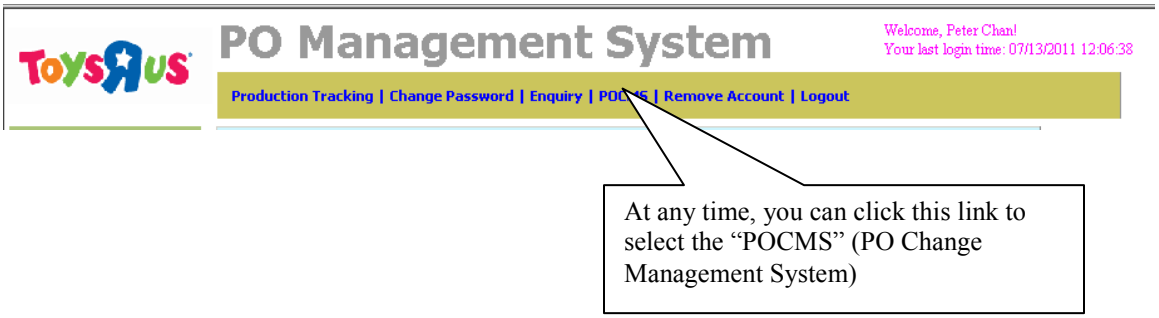


If you have typed in the correct Login ID and password, you will see below screen in your browser:

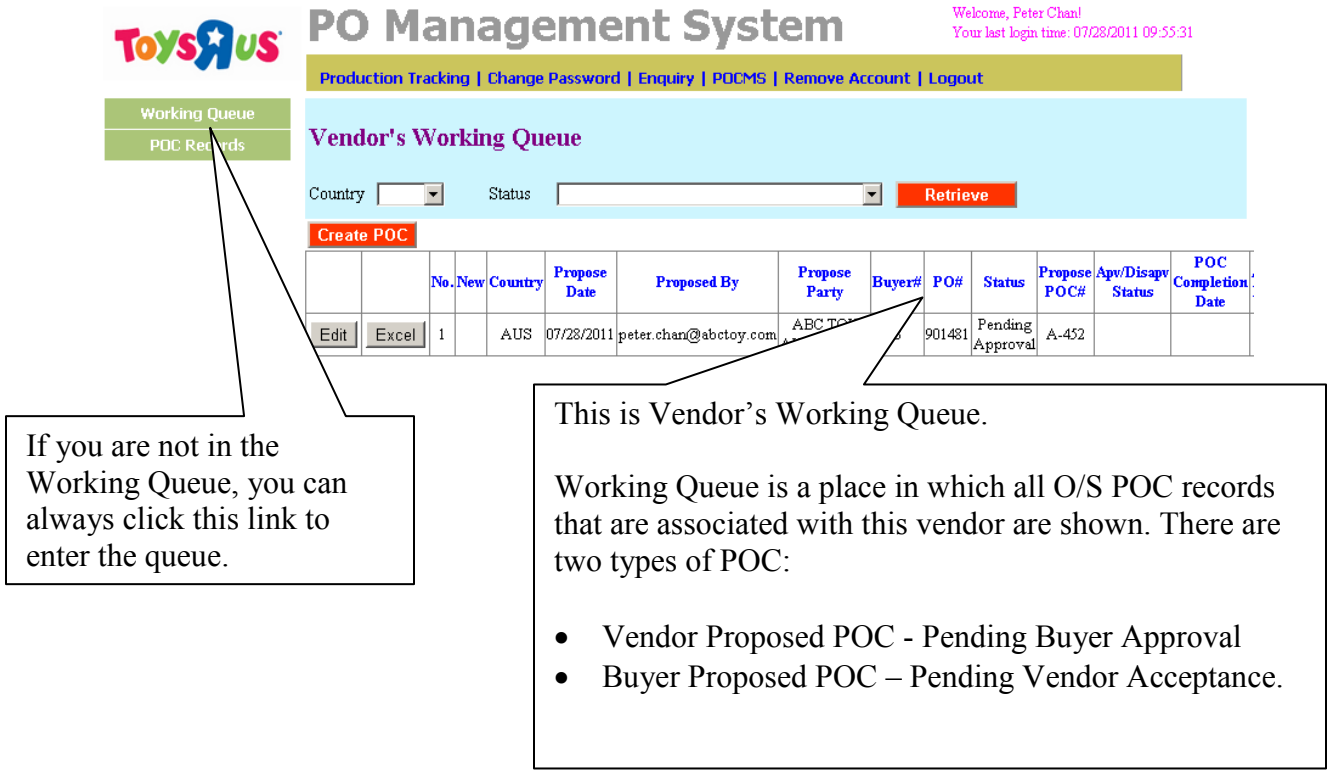

PO Management System
Welcome, Peter Chan!
Your last login time: 07/1
Production Tracking | Change Password | Enquiry | POCMS | Remove Account | Logout
Projection-2128
Projection-4249
Projection-7077
Non-Booking
Pastdue
Import Excel
Not-Yet Replied
Replied
Projection 21-28 Days
Projection 42-49 Days
Projection 70-77 Days
Non-Booking
Pastdue
19
Here show the welcome message and your last login time.
Here show the main function items that are available in Phase I.
At any time, you can click this link to logout the system.
This area contains the sub-menu for each main function selected.

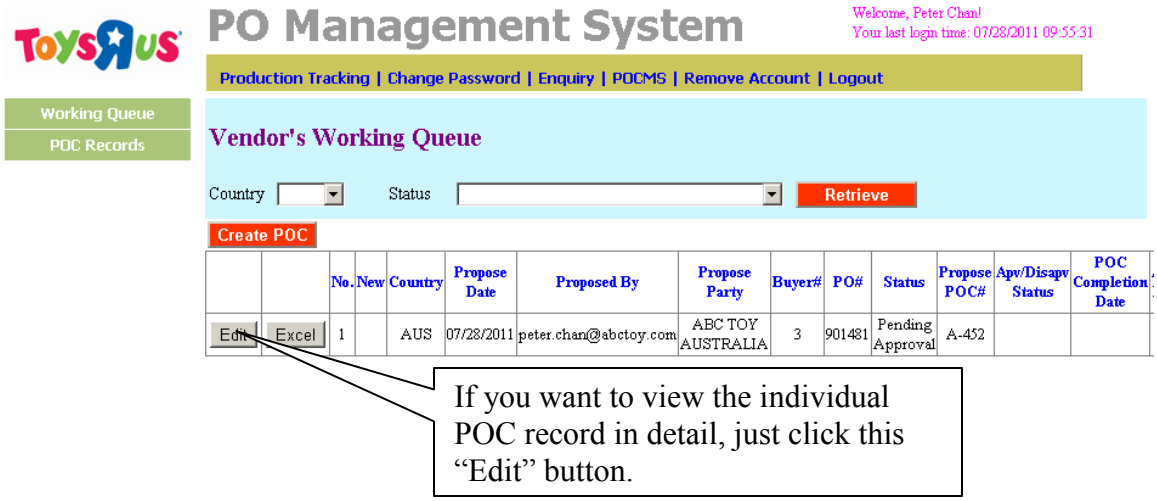
Part II – How to Enter Working Queue

After login, click the "POCMS" main function:

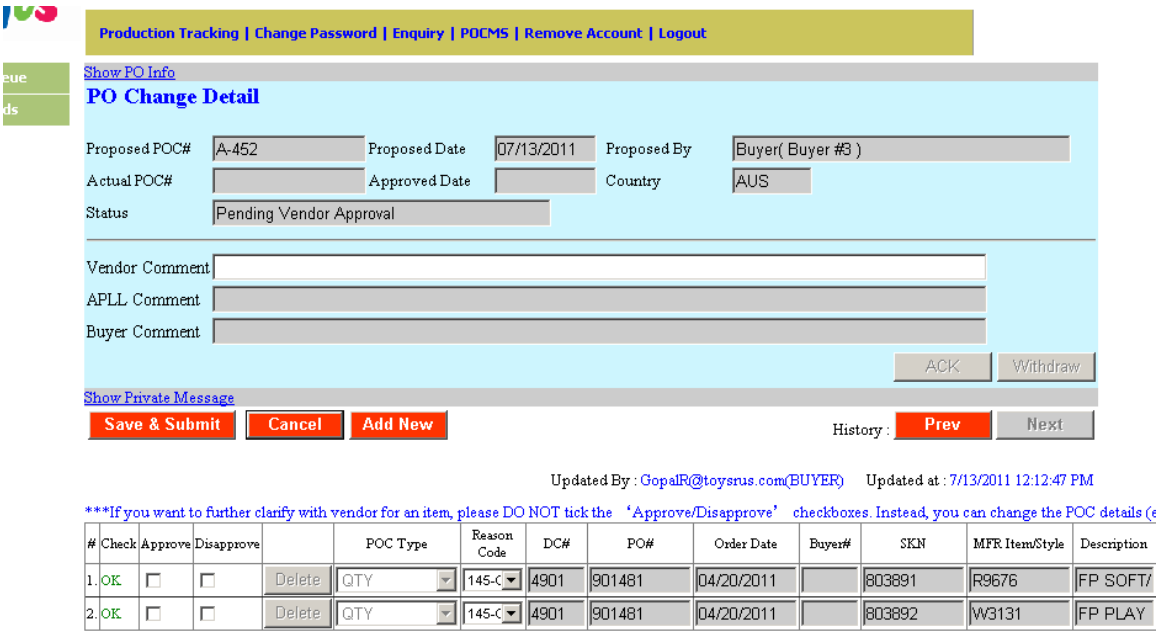

PO Management System
Welcome, Peter Chan!
Your last login time: 07/13/2011 12:06:38
Production Tracking | Change Password | Enquiry | POCMS | Remove Account | Logout
At any time, you can click this link to select the "POCMS" (PO Change Management System)

By default, the "Vendor's Working Queue" will be displayed, as shown below.




PO Management System
Welcome, Peter Chan!
Your last login time: 07/28/2011 09:55:31
Production Tracking | Change Password | Enquiry | POCMS | Remove Account | Logout
Working Queue
POC Records
Vendor's Working Queue
Country
Status
Retrieve
Create POC
No. New Country Propose Date Proposed By Propose Party Buyer# PO# Status Propose POC# Apv/Disapv Status POC Completion Date
Edit Excel 1 AUS 07/28/2011 peter.chan@abctoy.com ABC TOY AUSTRALIA 3 901481 Pending Approval A-452
If you want to view the individual POC record in detail, just click this "Edit" button.

Details of the POC record will be shown in below page.


Production Tracking | Change Password | Enquiry | POCMS | Remove Account | Logout
Show PO Info
PO Change Detail
Proposed POC# A-452
Proposed Date 07/13/2011
Proposed By Buyer(Buyer #3)
Actual POC#
Approved Date
Country AUS
Status Pending Vendor Approval
Vendor Comment
APLL Comment
Buyer Comment
ACK
Withdraw
Show Private Message
Save & Submit
Cancel
Add New
History :
Prev
Next
Updated By : GopalR@toysrus.com(BUYER) Updated at : 7/13/2011 12:12:47 PM
***If you want to further clarify with vendor for an item, please DO NOT tick the 'Approve/Disapprove' checkboxes. Instead, you can change the POC details (e
Check Approve Disapprove POC Type Reason Code DC# PO# Order Date Buyer# SKN MFR Item/Style Description
1. OK Delete QTY 145-C 4901 901481 04/20/2011 803891 R9676 FP SOFT/
2. OK Delete QTY 145-C 4901 901481 04/20/2011 803892 W3131 FP PLAY

Part III – How to Create POC

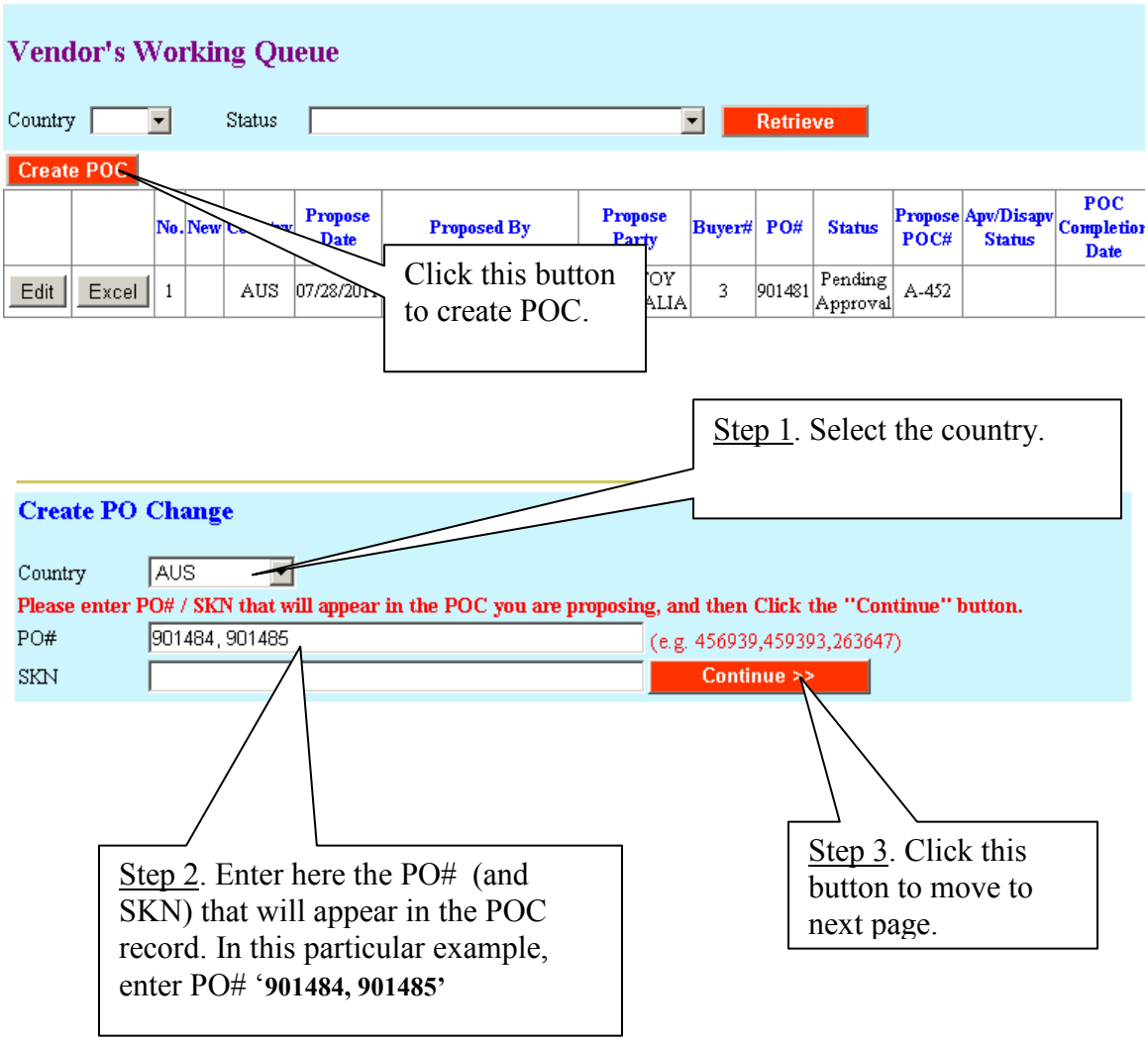
Suppose you want to create the below POC.

DC	PO#	SKN	Change Code	Old	New	Reason for the Change
49	901484	803905	QTY	400	500	To fit a container
49	901484	803906	QTY	480	600	To fit a container
49	901485	803899	SW	9/11 – 9/17	9/25 – 10/1	Short Leadtime
49	901485	803900	SW	9/11 – 9/17	9/25 – 10/1	Short Leadtime

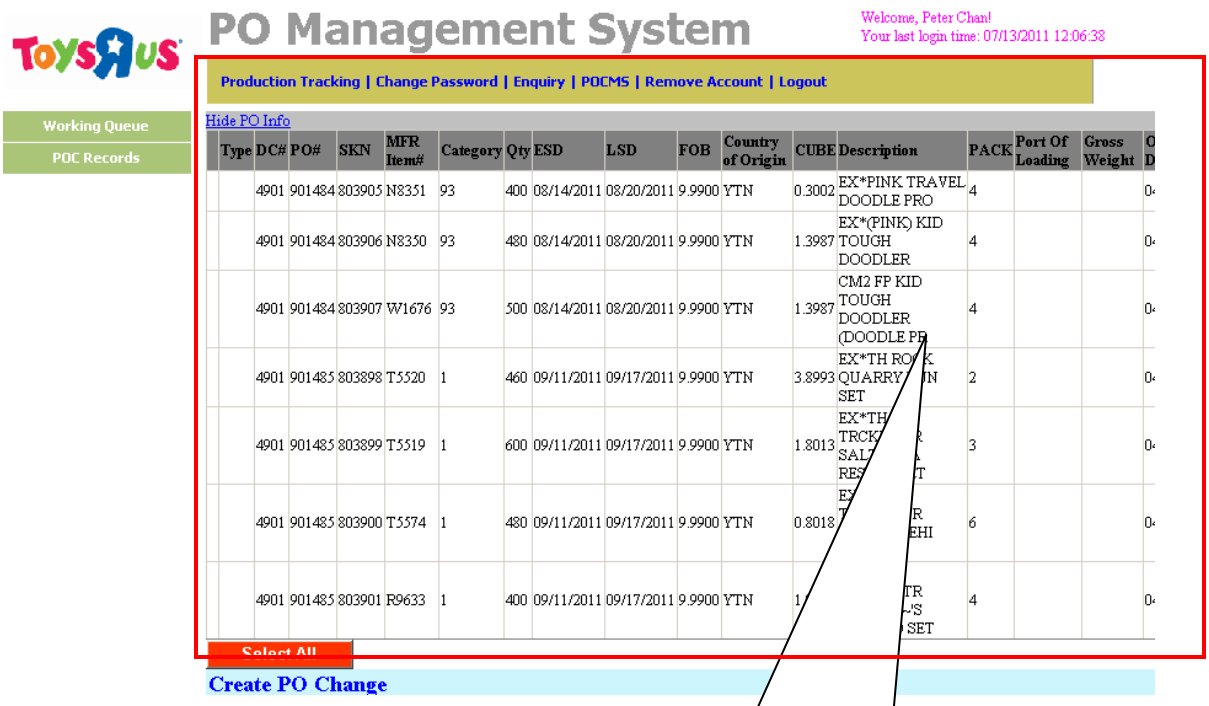
Note that this POC involved two POs: **901484, 901485**

Procedure:

Enter "Vendor's Working Queue":



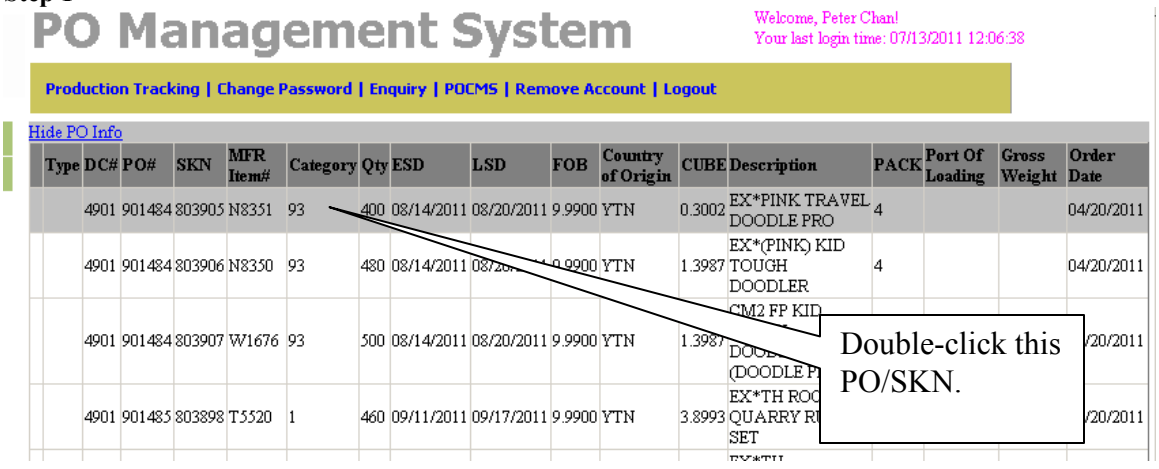
Below is the main page for creation of new POC:


PO Management System
Welcome, Peter Chan!
Your last login time: 07/13/2011 12:06:38
Production Tracking | Change Password | Enquiry | POCMS | Remove Account | Logout
Working Queue
POC Records
Hide PO Info
Select All
Create PO Change
This area shows the information of each PO/SKN that you entered in previous page. If you want to create POC for a particular SKN, just double-click the entry of this SKN in this area, and system will copy and paste this SKN into bottom area (see below steps).

Type	DC#	PO#	SKN	MFR Item#	Category	Qty	ESD	LSD	FOB	Country of Origin	CUBE	Description	PACK	Port Of Loading	Gross Weight
	4901	901484	803905	N8351	93	400	08/14/2011	08/20/2011	9.9900	YTN	0.3002	EX*PINK TRAVEL DOODLE PRO	4		
	4901	901484	803906	N8350	93	480	08/14/2011	08/20/2011	9.9900	YTN	1.3987	EX*(PINK) KID TOUGH DOODLER	4		
	4901	901484	803907	W1676	93	500	08/14/2011	08/20/2011	9.9900	YTN	1.3987	CM2 FP KID TOUGH DOODLER (DOODLE PR	4		
	4901	901485	803898	T5520	1	460	09/11/2011	09/17/2011	9.9900	YTN	3.8993	EX*TH RO K QUARRY IN SET	2		
	4901	901485	803899	T5519	1	600	09/11/2011	09/17/2011	9.9900	YTN	1.8013	EX*TH TRCK SALT RES T	3		
	4901	901485	803900	T5574	1	480	09/11/2011	09/17/2011	9.9900	YTN	0.8018	EX T R EHI	6		
	4901	901485	803901	R9633	1	400	09/11/2011	09/17/2011	9.9900	YTN	1	TR S SET	4		

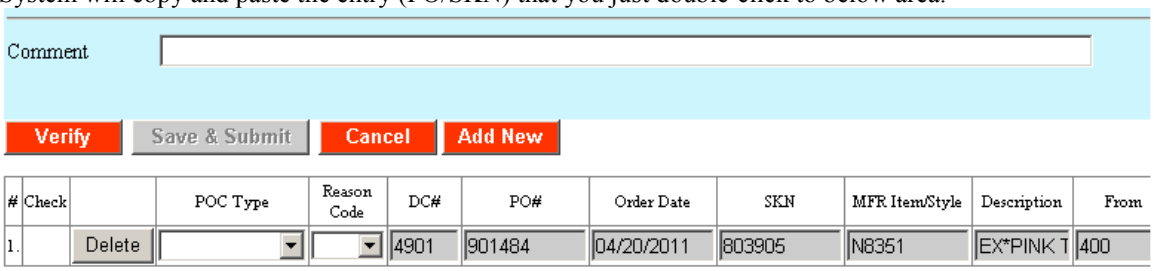
OK. Let's start.

Step 1

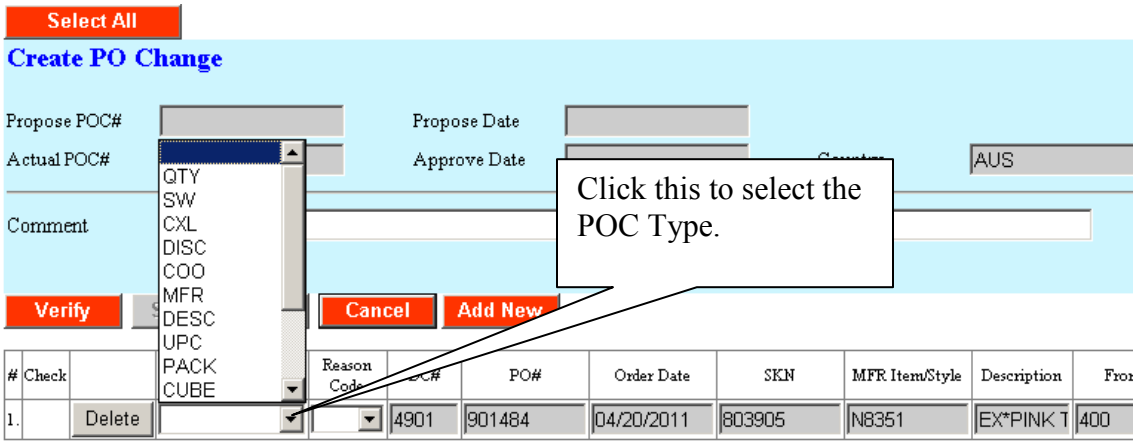

PO Management System
Welcome, Peter Chan!
Your last login time: 07/13/2011 12:06:38
Production Tracking | Change Password | Enquiry | POCMS | Remove Account | Logout
Hide PO Info
Double-click this PO/SKN.

Type	DC#	PO#	SKN	MFR Item#	Category	Qty	ESD	LSD	FOB	Country of Origin	CUBE	Description	PACK	Port Of Loading	Gross Weight	Order Date
	4901	901484	803905	N8351	93	400	08/14/2011	08/20/2011	9.9900	YTN	0.3002	EX*PINK TRAVEL DOODLE PRO	4			04/20/2011
	4901	901484	803906	N8350	93	480	08/14/2011	08/20/2011	9.9900	YTN	1.3987	EX*(PINK) KID TOUGH DOODLER	4			04/20/2011
	4901	901484	803907	W1676	93	500	08/14/2011	08/20/2011	9.9900	YTN	1.3987	CM2 FP KID DOODLE (DOODLE P				/20/2011
	4901	901485	803898	T5520	1	460	09/11/2011	09/17/2011	9.9900	YTN	3.8993	EX*TH ROC QUARRY R SET				/20/2011

Step 2
System will copy and paste the entry (PO/SKN) that you just double-click to below area.


Comment
Verify
Save & Submit
Cancel
Add New
Check POC Type Reason Code DC# PO# Order Date SKN MFR Item/Style Description From
1. Delete 4901 901484 04/20/2011 803905 N8351 EX*PINK T 400

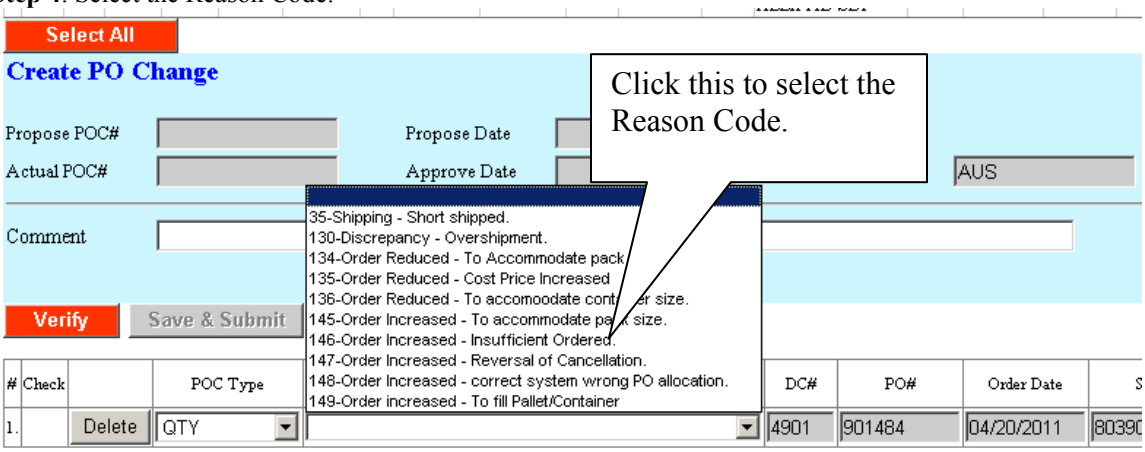
Step 3. Select POC Type:



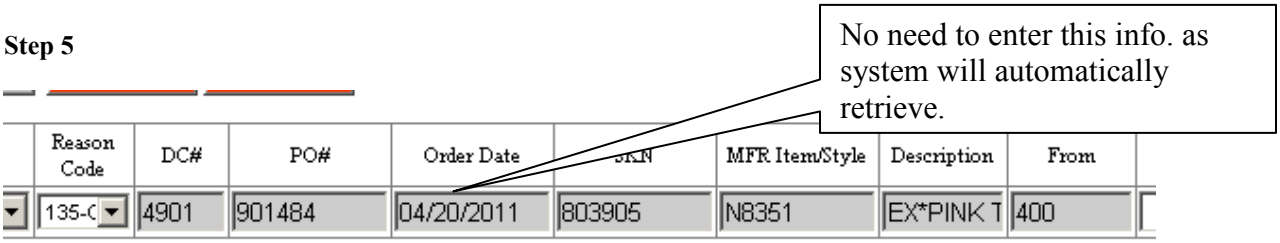
Below is the POC Type list and description:

POC Type	Description
SW	Ship Window Change
CXL	Cancellation
QTY	Order Quantity Change
FOB	FOB cost Change
MFR	Manufacturer Item #
PACK	Outer Carton Pack
I_PACK	Inner Carton Pack
WGT	Gross Weight
CUBE	Cubic Feet
DESC	Item Description
MPBN	Master Price Book Name
POL	Port of Loading
COO	Country of Origin
EAN	European Article Number
UPC	Universal Product Code
HTS	Harmonized Tariff Schedule Code
PARTIAL	Partial Shipment
DISC	Discount allowance

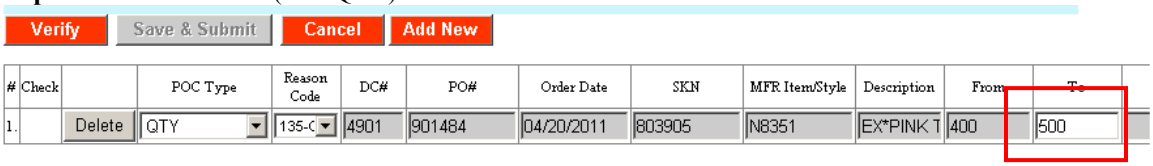
Step 4. Select the Reason Code.


Select All
Create PO Change
Click this to select the Reason Code.
Propose POC#
Propose Date
Actual POC#
Approve Date
AUS
Comment
35-Shipping - Short shipped.
130-Discrepancy - Overshipment.
134-Order Reduced - To Accommodate pack
135-Order Reduced - Cost Price Increased
136-Order Reduced - To accomoodate cont er size.
145-Order Increased - To accommodate pa k size.
146-Order Increased - Insufficient Ordered.
147-Order Increased - Reversal of Cancellation.
148-Order Increased - correct system wrong PO allocation.
149-Order increased - To fill Pallet/Container
Verify
Save & Submit
Check POC Type DC# PO# Order Date
1. Delete QTY 4901 901484 04/20/2011 80390

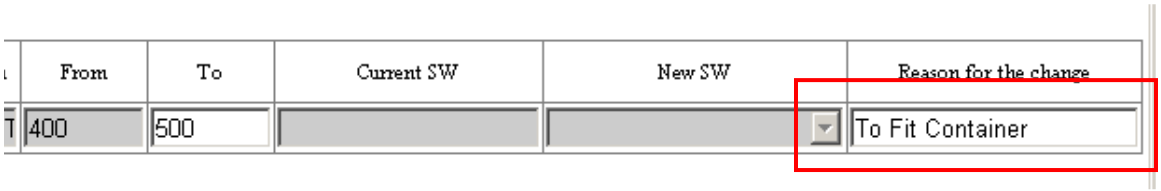
Step 5



Step 6. Enter New Value (new QTY).


Verify
Save & Submit
Cancel
Add New
Check POC Type Reason Code DC# PO# Order Date SKN MFR Item/Style Description From To
1. Delete QTY 135-C 4901 901484 04/20/2011 803905 N8351 EX*PINK T 400 500

Step 7. Enter "Reason for the Change".



Now we have finished the POC for one SKN, as shown below:

Verify
Save & Submit
Cancel
Add New
Check POC Type Reason Code DC# PO# Order Date SKN MFR Item/Style Description From To
1. Delete QTY 135-C 4901 901484 04/20/2011 803905 N8351 EX*PINK T 400 500

To create the POC for the next SKN, just simply double-click the PO/SKN entry:

Hide PO Info

	Type	DC#	PO#	SKN	MFR Item#	Category	Qty	ESD	LSD	FOB	Country of Origin	CUBE	Description	PACK	Port Of Loading	Gross Weight	
*		4901	901484	803905	N8351	93	400	08/14/2011	08/20/2011	9.9900	YTN	0.3002	EX*PINK TRAVEL DOODLE PRO	4			0
		4901	901484	803906	N8350	93	480	08/14/2011	08/20/2011	9.9900	YTN	1.3987	EX*(PINK) KID TOUGH DOODLER	4			0
		4901	901484	803907	W1676	93	500	08/14/2011	08/20/2011	9.9900	YTN	1.3987	CM[illegible]R KID TOUGH	4			

Double-click this entry (PO/SKN).

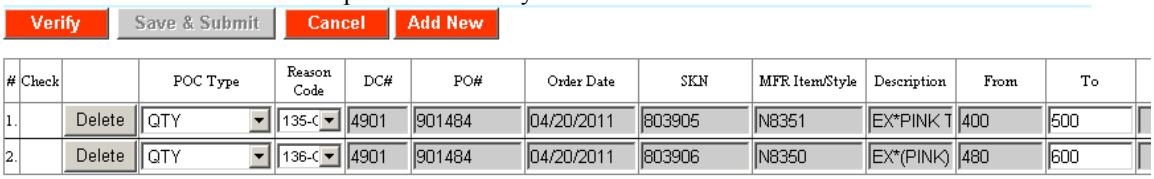
System will copy and paste the PO/SKN into below area as the 2nd entry.

Verify | Save & Submit | Cancel | Add New

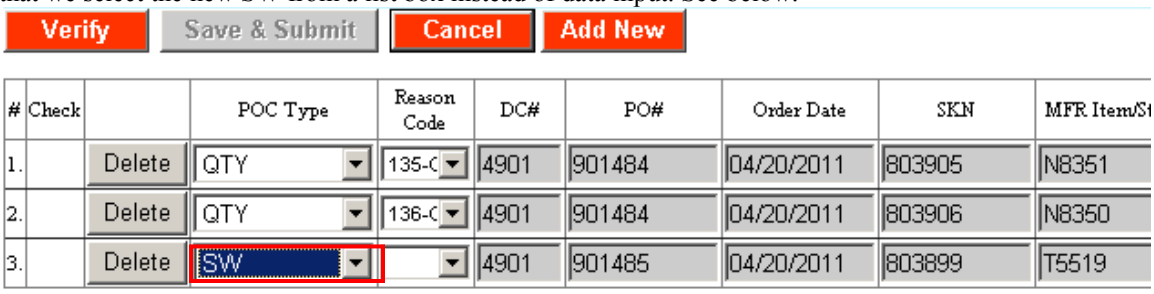
#	Check		POC Type	Reason Code	DC#	PO#	Order Date	SKN	MFR Item/Style	Description	From	To	
1.		Delete	QTY	135-C	4901	901484	04/20/2011	803905	N8351	EX*PINK T	400	500	
2.		Delete			4901	901484	04/20/2011	803906	N8350	EX*(PINK)	480		08/14/2

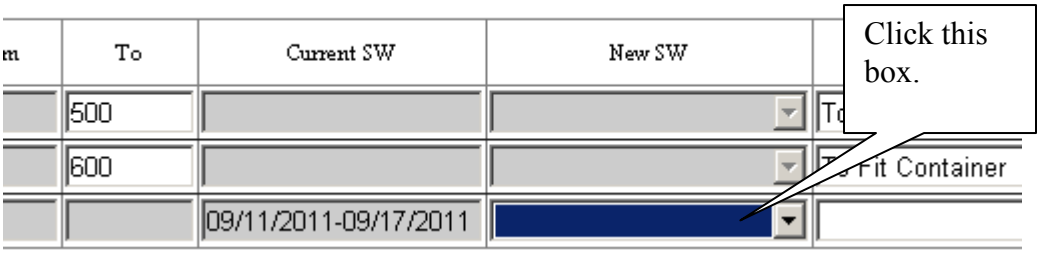
The input of the 2nd entry is just the same as the 1st, and hence we do not show the steps here.

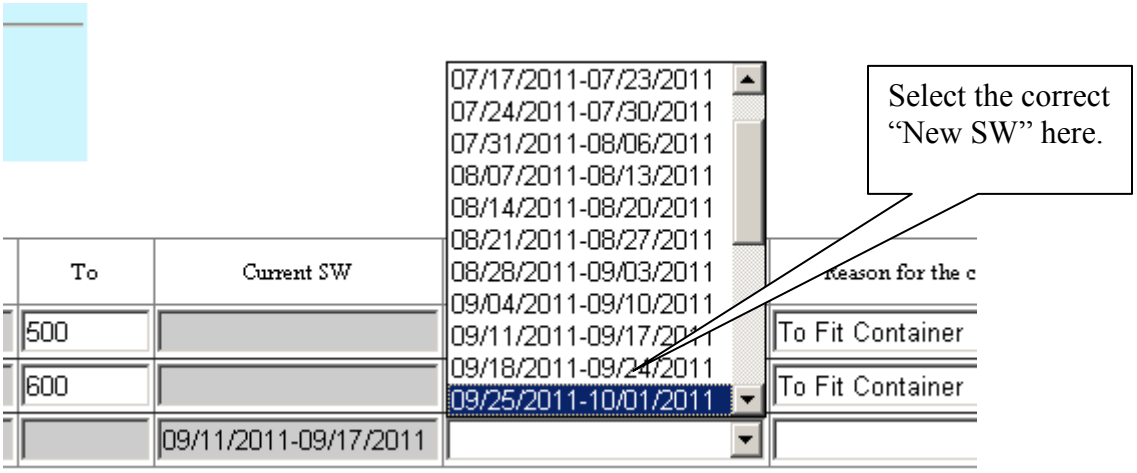
Below is the result after we complete the 2nd entry.

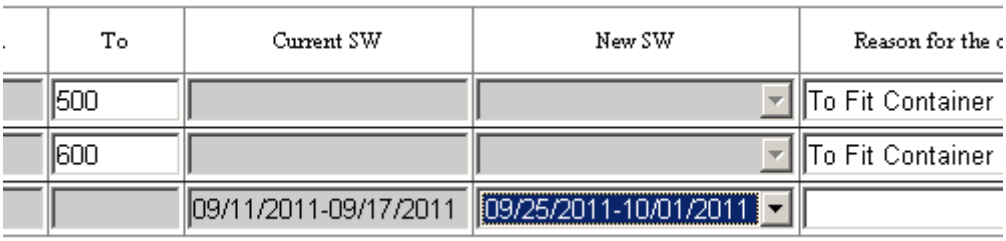

Verify
Save & Submit
Cancel
Add New
Check POC Type Reason Code DC# PO# Order Date SKN MFR Item/Style Description From To
1. Delete QTY 135-C 4901 901484 04/20/2011 803905 N8351 EX*PINK T 400 500
2. Delete QTY 136-C 4901 901484 04/20/2011 803906 N8350 EX*(PINK) 480 600

The 3rd and 4th entry in this example are the SW Change (Ship Window Change). The only difference is that we select the new SW from a list box instead of data input. See below:


Verify
Save & Submit
Cancel
Add New
Check POC Type Reason Code DC# PO# Order Date SKN MFR Item/St
1. Delete QTY 135-C 4901 901484 04/20/2011 803905 N8351
2. Delete QTY 136-C 4901 901484 04/20/2011 803906 N8350
3. Delete SW 4901 901485 04/20/2011 803899 T5519

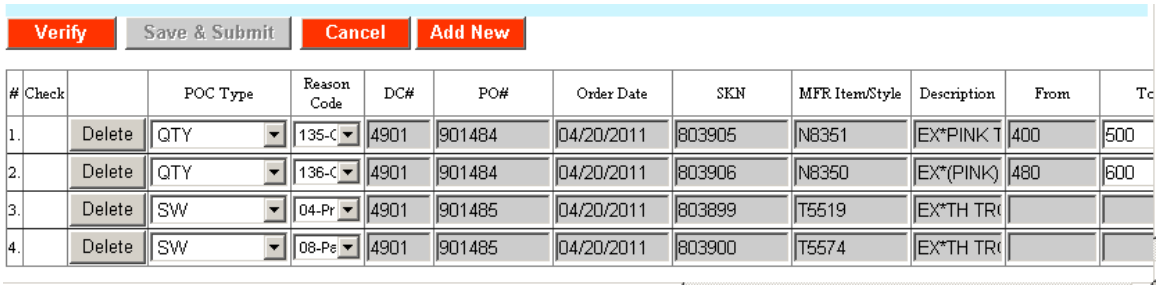






	To	Current SW	New SW	Reason for the c
	500			To Fit Container
	600			To Fit Container
		09/11/2011-09/17/2011	09/25/2011-10/01/2011	

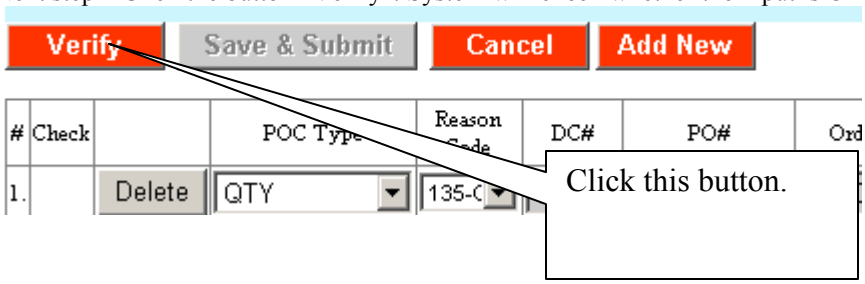
So after the 3rd and 4th entries were completed, the POC looks like:



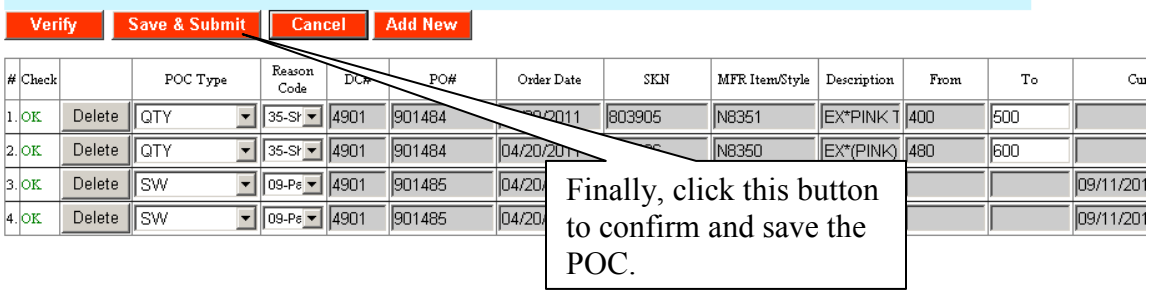
Verify | Save & Submit | Cancel | Add New

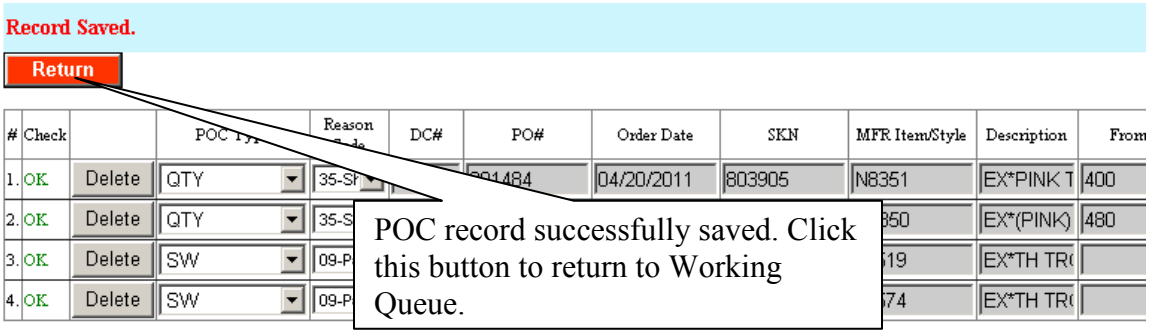
#	Check		POC Type	Reason Code	DC#	PO#	Order Date	SKN	MFR Item/Style	Description	From	To
1.		Delete	QTY	135-C	4901	901484	04/20/2011	803905	N8351	EX*PINK T	400	500
2.		Delete	QTY	136-C	4901	901484	04/20/2011	803906	N8350	EX*(PINK)	480	600
3.		Delete	SW	04-Pr	4901	901485	04/20/2011	803899	T5519	EX*TH TR(		
4.		Delete	SW	08-Pe	4901	901485	04/20/2011	803900	T5574	EX*TH TR(		

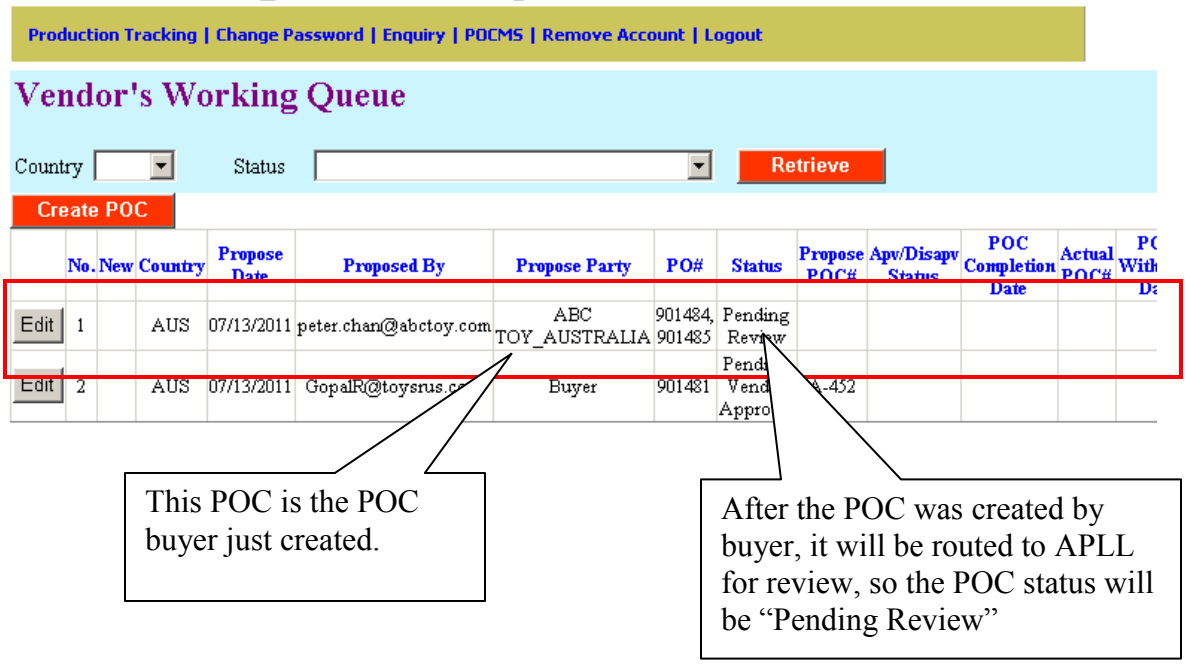
Next step – Click the button "Verify". System will check whether the input is OK.



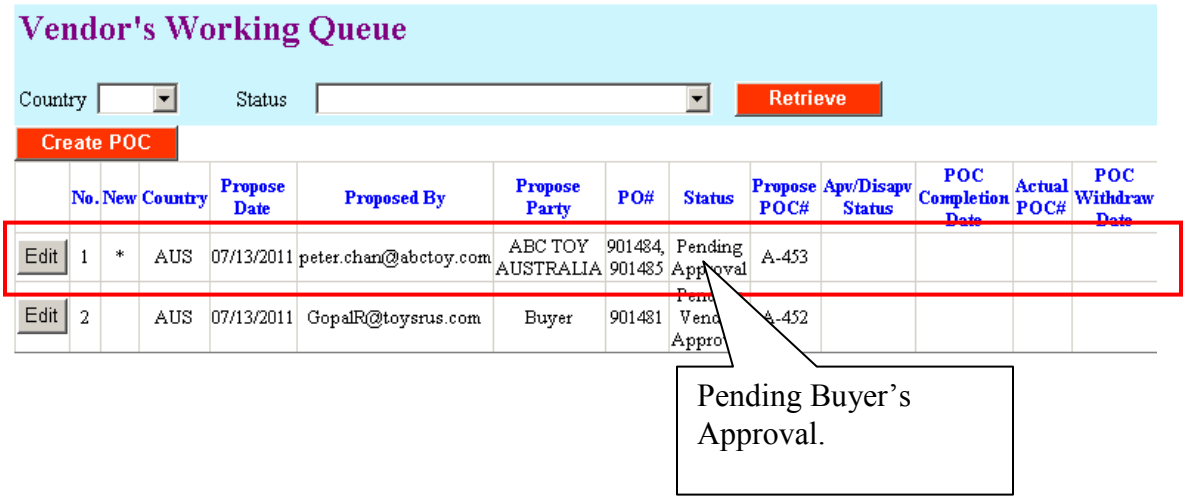
If everything OK, the below screen shown:



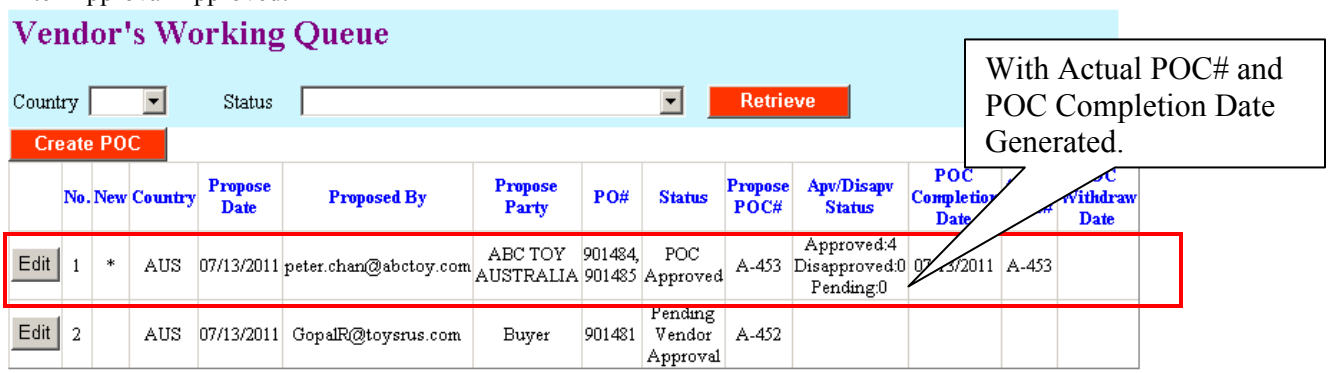



Production Tracking | Change Password | Enquiry | POCMS | Remove Account | Logout
Vendor's Working Queue
Country
Status
Retrieve
Create POC
No. New Country Propose Date Proposed By Propose Party PO# Status Propose POC# Apv/Disapv Status POC Completion Date Actual POC# PO With Da
Edit 1 AUS 07/13/2011 peter.chan@abctoy.com ABC TOY_AUSTRALIA 901484, 901485 Pending Review
Edit 2 AUS 07/13/2011 GopalR@toysrus.co Buyer 901481 Pend Vend Appro A-452
This POC is the POC buyer just created.
After the POC was created by buyer, it will be routed to APLL for review, so the POC status will be "Pending Review"

After APLL reviewed, APLL will pass the POC to Buyer for Approval.

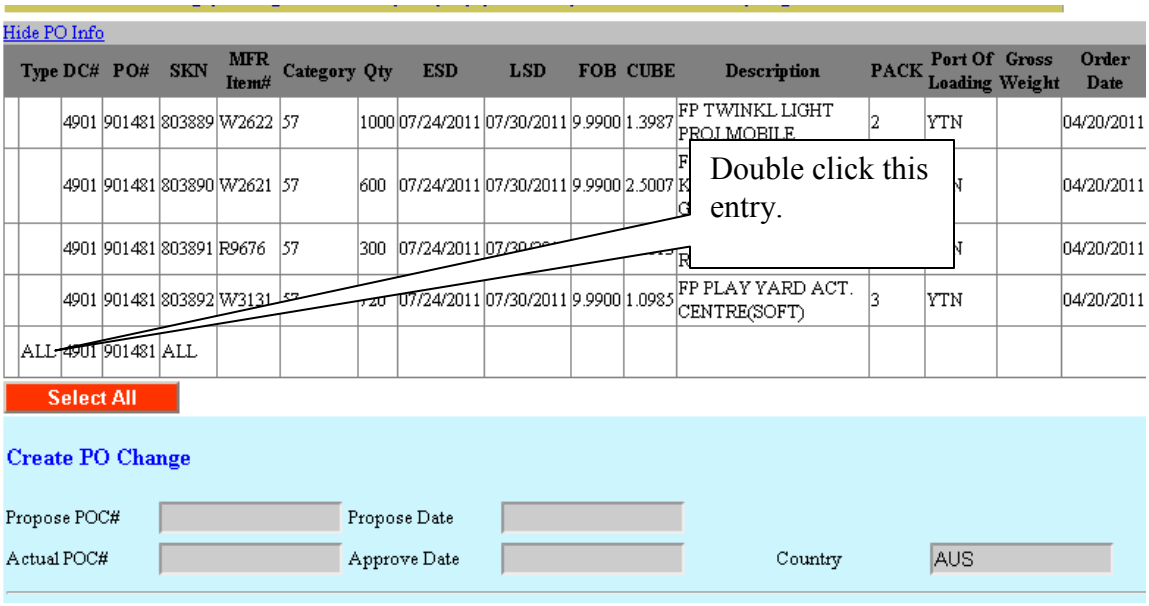

Vendor's Working Queue
Country
Status
Retrieve
Create POC
No. New Country Propose Date Proposed By Propose Party PO# Status Propose POC# Apv/Disapv Status POC Completion Date Actual POC# POC Withdraw Date
Edit 1 * AUS 07/13/2011 peter.chan@abctoy.com ABC TOY AUSTRALIA 901484, 901485 Pending Approval A-453
Edit 2 AUS 07/13/2011 GopalR@toysrus.com Buyer 901481 Pend Vend Appro A-452
Pending Buyer's Approval.

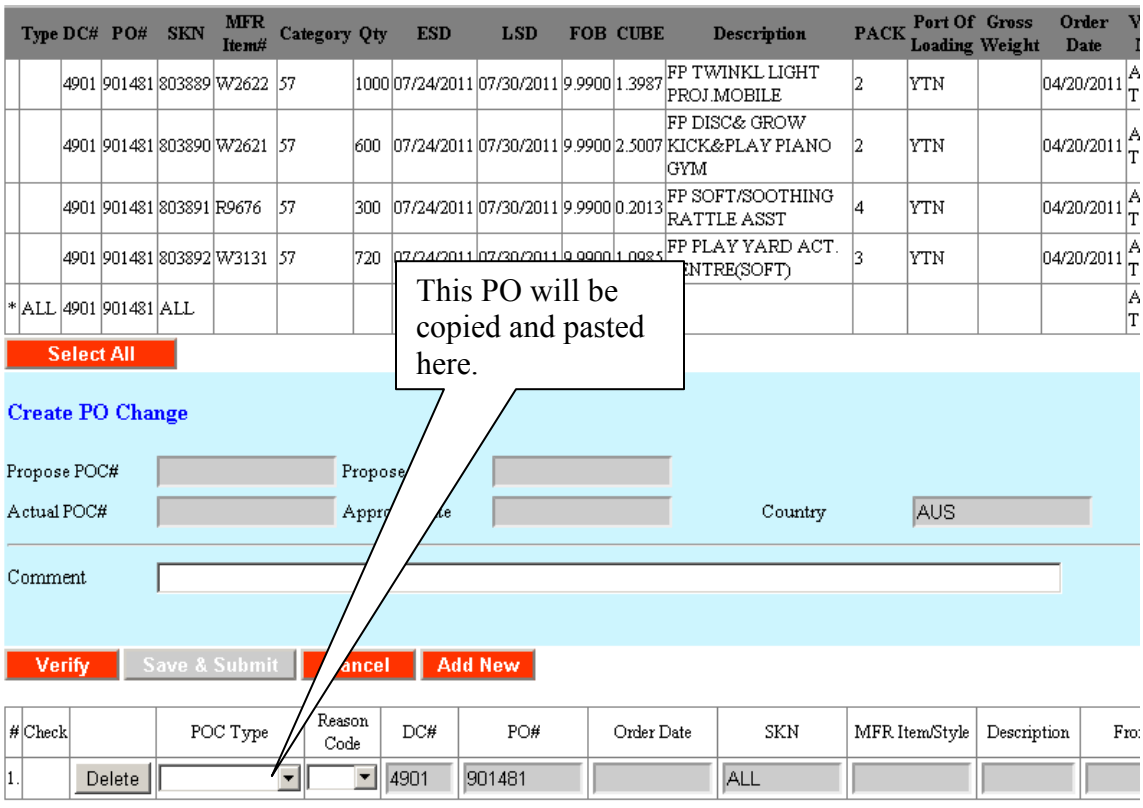
After Approval Approved:

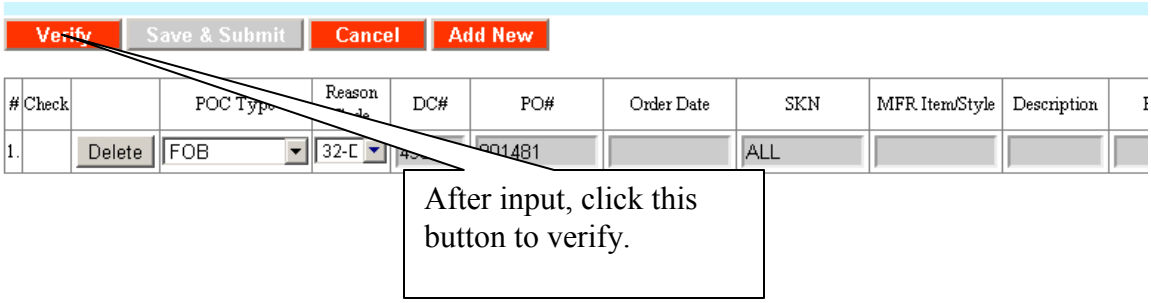

Vendor's Working Queue
Country
Status
Retrieve
Create POC
No. New Country Propose Date Proposed By Propose Party PO# Status Propose POC# Apv/Disapv Status POC Completion Date Actual POC# POC Withdraw Date
Edit 1 * AUS 07/13/2011 peter.chan@abctoy.com ABC TOY AUSTRALIA 901484, 901485 POC Approved A-453 Approved:4 Disapproved:0 Pending:0 07/13/2011 A-453
Edit 2 AUS 07/13/2011 GopalR@toysrus.com Buyer 901481 Pending Vendor Approval A-452
With Actual POC# and POC Completion Date Generated.

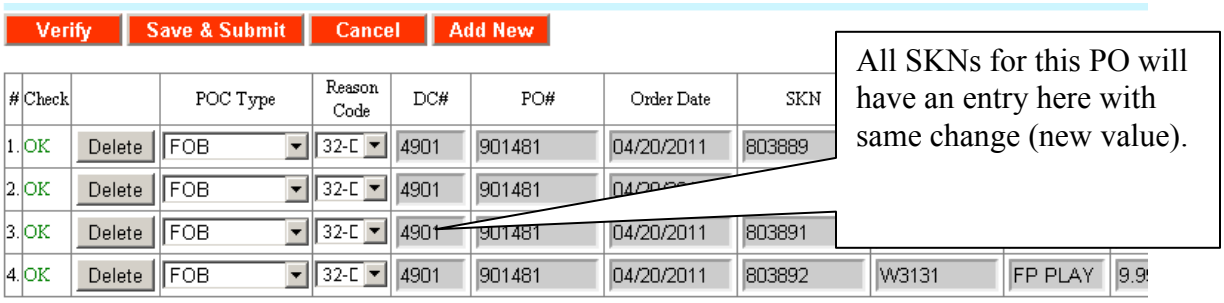
Create POC in PO Level

If you have one PO with many SKNs, and you want to create same POC (e.g. the FOB of all SKNs should be changed to $12) for all SKN, then you can do all of these by just entering once. See below procedure:


Hide PO Info
Type DC# PO# SKN MFR Item# Category Qty ESD LSD FOB CUBE Description PACK Port Of Loading Gross Weight Order Date
4901 901481 803889 W2622 57 1000 07/24/2011 07/30/2011 9.9900 1.3987 FP TWINKL LIGHT PROJ MOBILE 2 YTN 04/20/2011
4901 901481 803890 W2621 57 600 07/24/2011 07/30/2011 9.9900 2.5007 04/20/2011
4901 901481 803891 R9676 57 300 07/24/2011 04/20/2011
4901 901481 803892 W3131 07/24/2011 07/30/2011 9.9900 1.0985 FP PLAY YARD ACT. CENTRE(SOFT) 3 YTN 04/20/2011
ALL 4901 901481 ALL
Double click this entry.
Select All
Create PO Change
Propose POC#
Propose Date
Actual POC#
Approve Date
Country
AUS


Type DC# PO# SKN MFR Item# Category Qty ESD LSD FOB CUBE Description PACK Port Of Loading Gross Weight Order Date
4901 901481 803889 W2622 57 1000 07/24/2011 07/30/2011 9.9900 1.3987 FP TWINKL LIGHT PROJ MOBILE 2 YTN 04/20/2011
4901 901481 803890 W2621 57 600 07/24/2011 07/30/2011 9.9900 2.5007 FP DISC& GROW KICK&PLAY PIANO GYM 2 YTN 04/20/2011
4901 901481 803891 R9676 57 300 07/24/2011 07/30/2011 9.9900 0.2013 FP SOFT/SOOTHING RATTLE ASST 4 YTN 04/20/2011
4901 901481 803892 W3131 57 720 3 YTN 04/20/2011
* ALL 4901 901481 ALL
This PO will be copied and pasted here.
Select All
Create PO Change
Propose POC#
Actual POC#
Country
AUS
Comment
Verify
Save & Submit
Add New
Check POC Type Reason Code DC# PO# Order Date SKN MFR Item/Style Description
1. Delete 4901 901481 ALL


Verify
Save & Submit
Cancel
Add New
Check POC Type Reason DC# PO# Order Date SKN MFR Item/Style Description
1. Delete FOB 32-D ALL
After input, click this button to verify.


Verify
Save & Submit
Cancel
Add New
Check POC Type Reason Code DC# PO# Order Date SKN
1. OK Delete FOB 32-D 4901 901481 04/20/2011 803889
2. OK Delete FOB 32-D 4901 901481
3. OK Delete FOB 32-D 4901 901481 04/20/2011 803891
4. OK Delete FOB 32-D 4901 901481 04/20/2011 803892 W3131 FP PLAY
All SKNs for this PO will have an entry here with same change (new value).

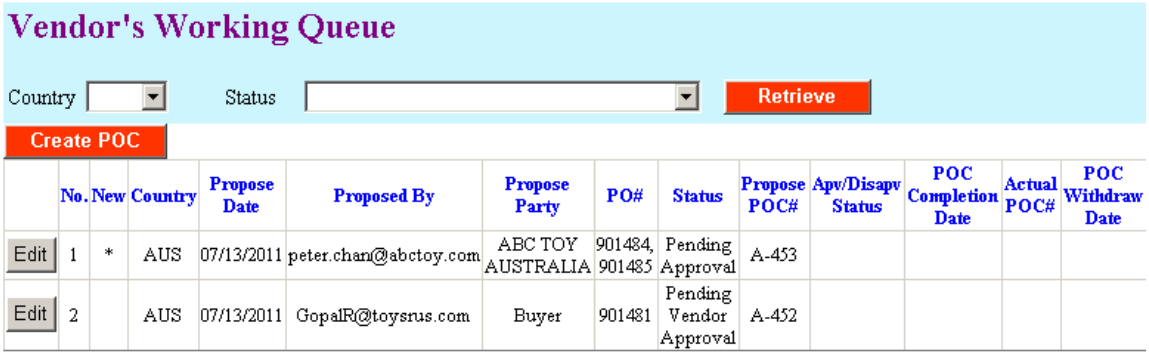
Part IV – How to Create POC with Partial Shipment

Below is an example for Partial Shipment:

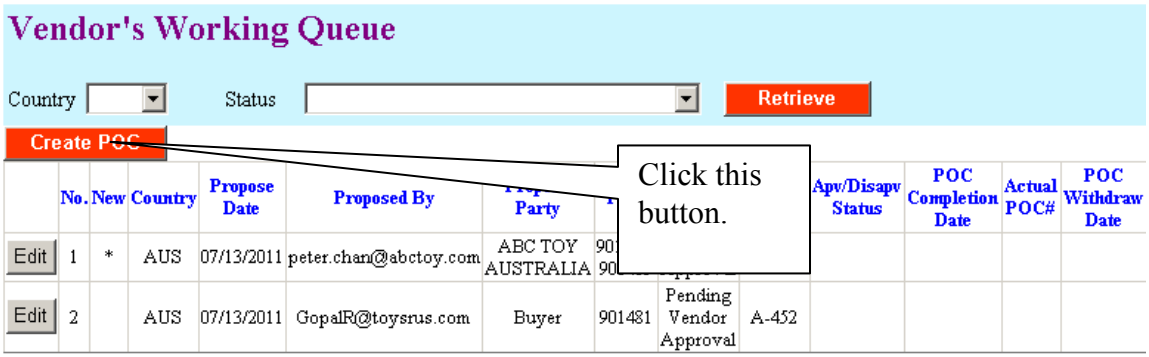
DC	PO#	SKN	QTY	SW	Reason for the Change
49	901486	803915	400	9/11-9/17	Allocation issue
			200	10/9 – 10/15	Allocation issue

Below is the procedure in creating POC with Partial Shipment:

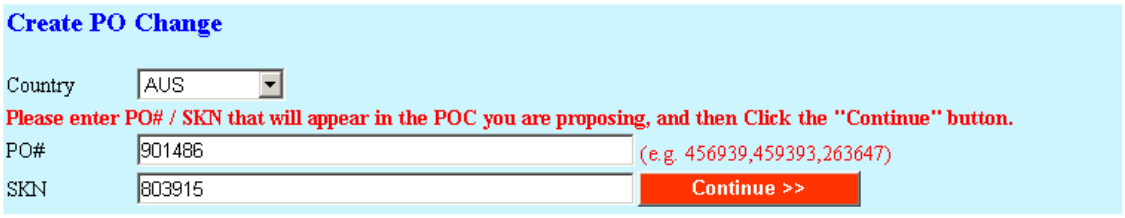
Step 1. Enter Working Queue.


Vendor's Working Queue
Country
Status
Retrieve
Create POC
No. New Country Propose Date Proposed By Propose Party PO# Status Propose POC# Apv/Disapv Status POC Completion Date Actual POC# POC Withdraw Date
Edit 1 * AUS 07/13/2011 peter.chan@abctoy.com ABC TOY AUSTRALIA 901484, 901485 Pending Approval A-453
Edit 2 AUS 07/13/2011 GopalR@toysrus.com Buyer 901481 Pending Vendor Approval A-452

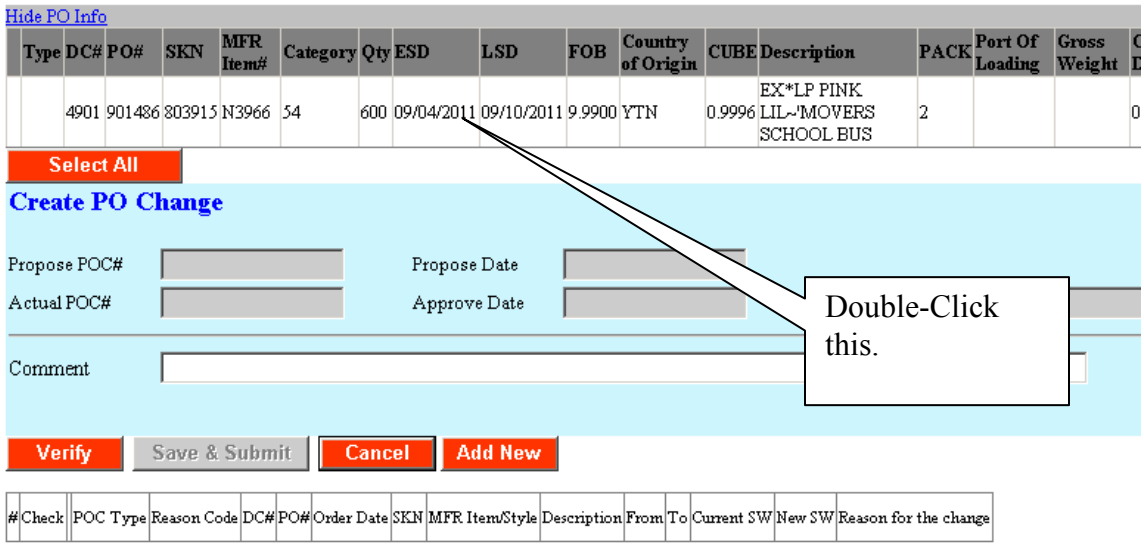
Step 2.


Vendor's Working Queue
Country
Status
Retrieve
Create POC
Click this button.
No. New Country Propose Date Proposed By Party Apv/Disapv Status POC Completion Date Actual POC# POC Withdraw Date
Edit 1 * AUS 07/13/2011 peter.chan@abctoy.com ABC TOY AUSTRALIA
Edit 2 AUS 07/13/2011 GopalR@toysrus.com Buyer 901481 Pending Vendor Approval A-452

Step 3.


Create PO Change
Country AUS
Please enter PO# / SKN that will appear in the POC you are proposing, and then Click the "Continue" button.
PO# 901486
(e.g. 456939,459393,263647)
SKN 803915
Continue >>

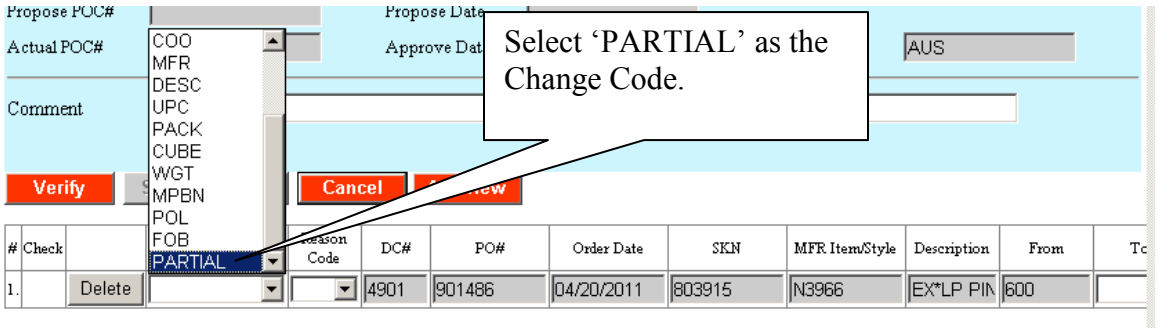
Step 4.


Hide PO Info
Type DC# PO# SKN MFR Item# Category Qty ESD LSD FOB Country of Origin CUBE Description PACK Port Of Loading Gross Weight
4901 901486 803915 N3966 54 600 09/04/2011 09/10/2011 9.9900 YTN 0.9996 EX*LP PINK LIL~'MOVERS SCHOOL BUS 2
Select All
Create PO Change
Propose POC#
Propose Date
Actual POC#
Approve Date
Comment
Double-Click this.
Verify
Save & Submit
Cancel
Add New
Check POC Type Reason Code DC# PO# Order Date SKN MFR Item/Style Description From To Current SW New SW Reason for the change

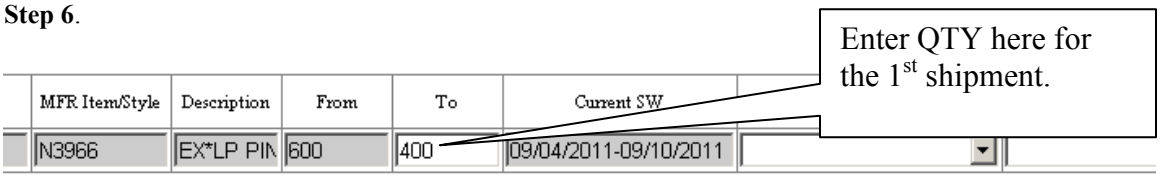
Verify
Save & Submit
Cancel
Add New
Check POC Type Reason Code DC# PO# Order Date SKN MFR Item/Style Description From To
1. Delete 4901 901486 04/20/2011 803915 N3966 EX*LP PIN 600

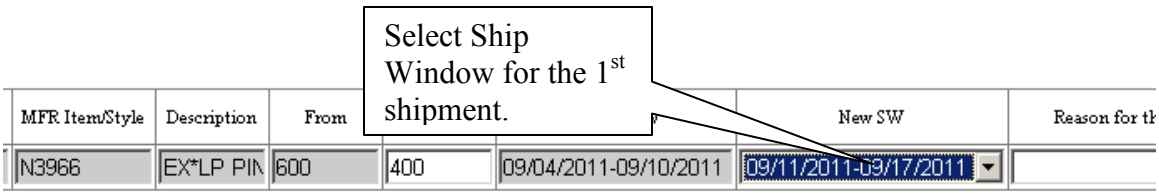
Step 5.

Verify
Save & Submit
Cancel
Add New
Click this.
Check POC Type Reason Code DC# PO# SKN MFR Item/Style Description From To
1. Delete 4901 901486 N3966 EX*LP PIN 600



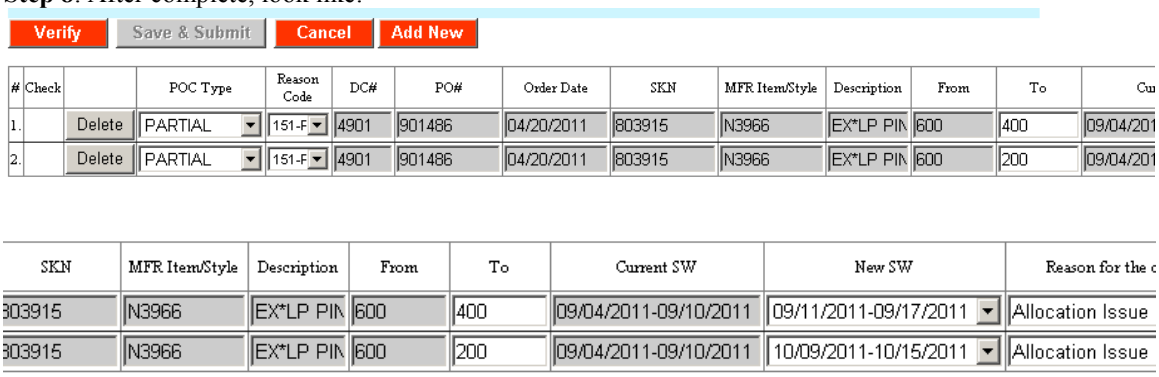
Step 6.


MFR Item/Style Description From To Current SW
N3966 EX*LP PIN 600 400 09/04/2011-09/10/2011
Enter QTY here for the 1st shipment.

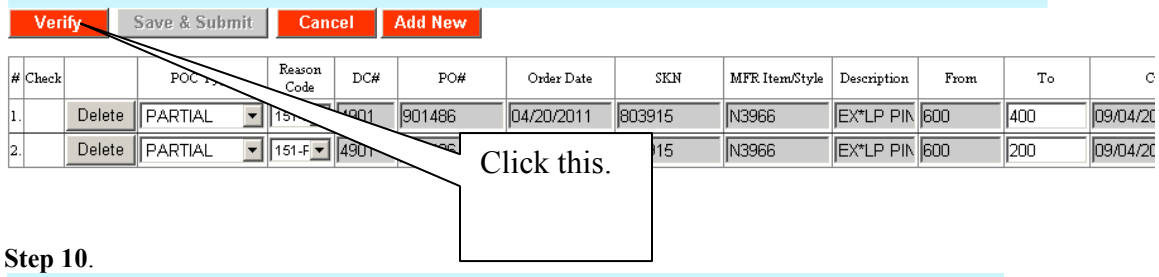


Step 7. Repeat Step 4-Step 6 for other Shipments

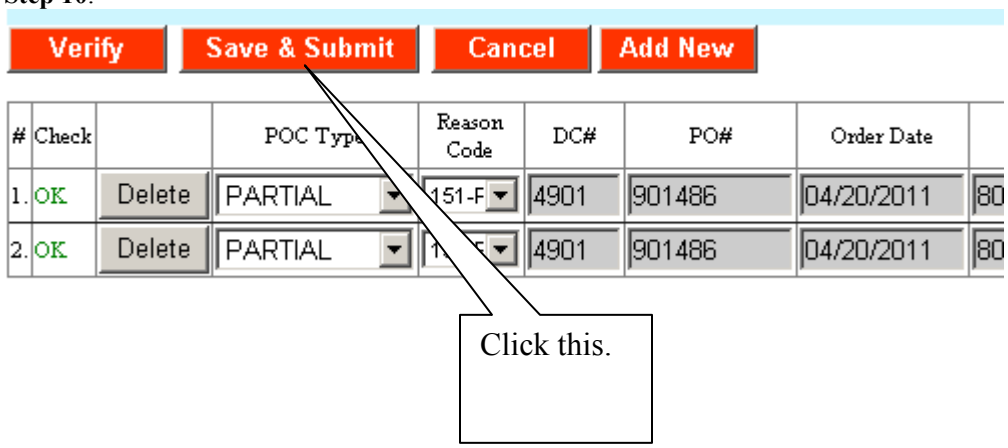
Step 8. After complete, look like:


Verify
Save & Submit
Cancel
Add New
Check POC Type Reason Code DC# PO# Order Date SKN MFR Item/Style Description From To
1. Delete PARTIAL 151-F 4901 901486 04/20/2011 803915 N3966 EX*LP PIN 600 400
2. Delete PARTIAL 151-F 4901 901486 04/20/2011 803915 N3966 EX*LP PIN 600 200
SKN MFR Item/Style Description From To Current SW New SW Reason for the
803915 N3966 EX*LP PIN 600 400 09/04/2011-09/10/2011 09/11/2011-09/17/2011 Allocation Issue
803915 N3966 EX*LP PIN 600 200 09/04/2011-09/10/2011 10/09/2011-10/15/2011 Allocation Issue

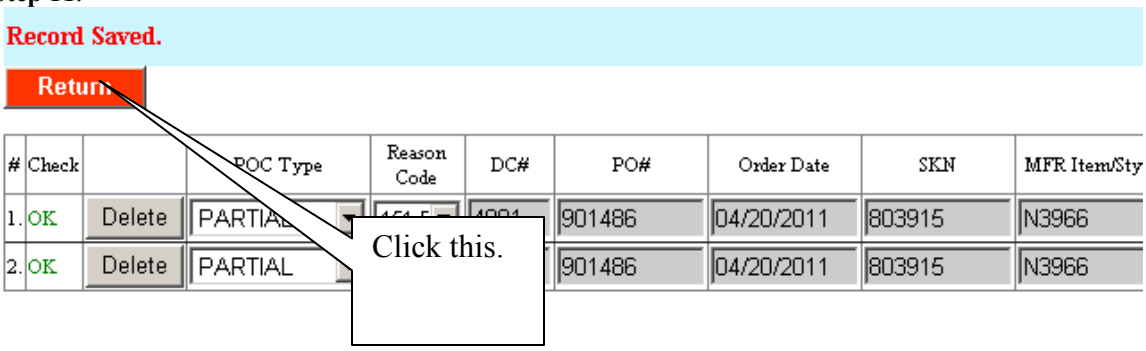
Step 9.



Step 10.

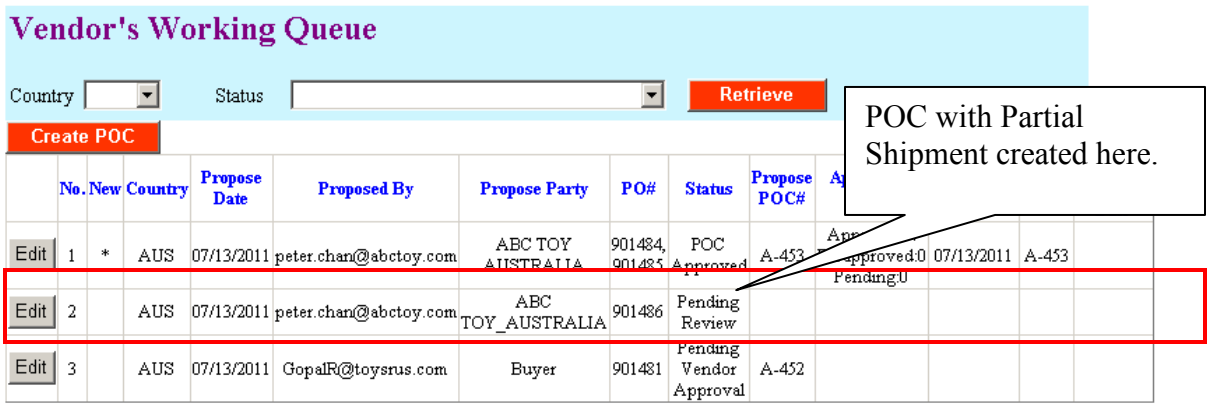

Verify
Save & Submit
Cancel
Add New
Check POC Type Reason Code DC# PO# Order Date
1. OK Delete PARTIAL 151-F 4901 901486 04/20/2011
2. OK Delete PARTIAL 4901 901486 04/20/2011
Click this.

Step 11.



#	Check		POC Type	Reason Code	DC#	PO#	Order Date	SKN	MFR Item/Sty
1.	OK	Delete	PARTIAL			901486	04/20/2011	803915	N3966
2.	OK	Delete	PARTIAL			901486	04/20/2011	803915	N3966

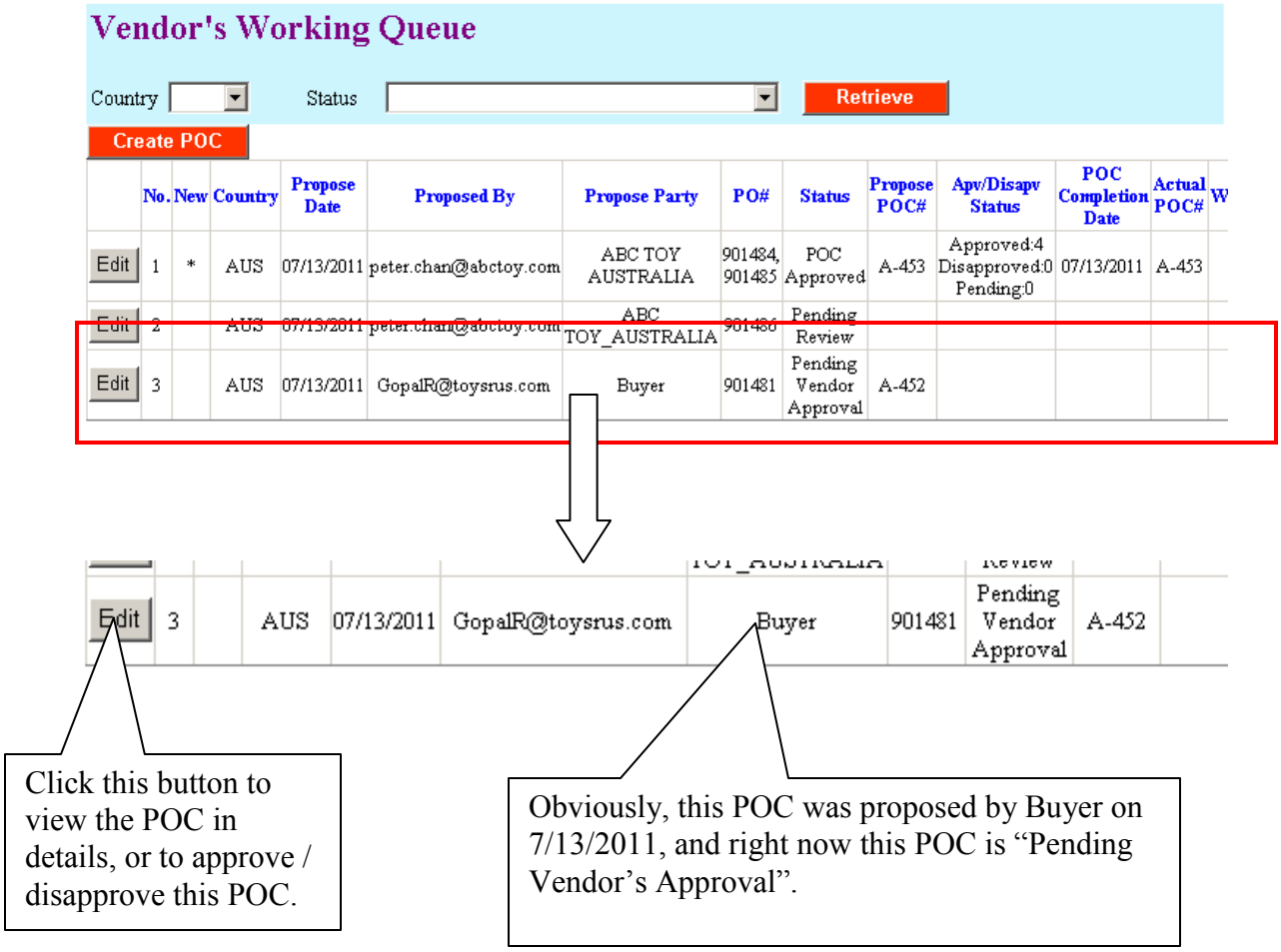
Step 12.



	No.	New	Country	Propose Date	Proposed By	Propose Party	PO#	Status	Propose POC#				
Edit	1	*	AUS	07/13/2011	peter.chan@abctoy.com	ABC TOY AUSTRALIA	901484, 901485	POC Approved	A-453	Approved:0 Pending:0	07/13/2011	A-453	
Edit	2		AUS	07/13/2011	peter.chan@abctoy.com	ABC TOY_AUSTRALIA	901486	Pending Review					
Edit	3		AUS	07/13/2011	GopalR@toysrus.com	Buyer	901481	Pending Vendor Approval	A-452				

Part V – How to Approve/Disapprove Buyer Proposed POC

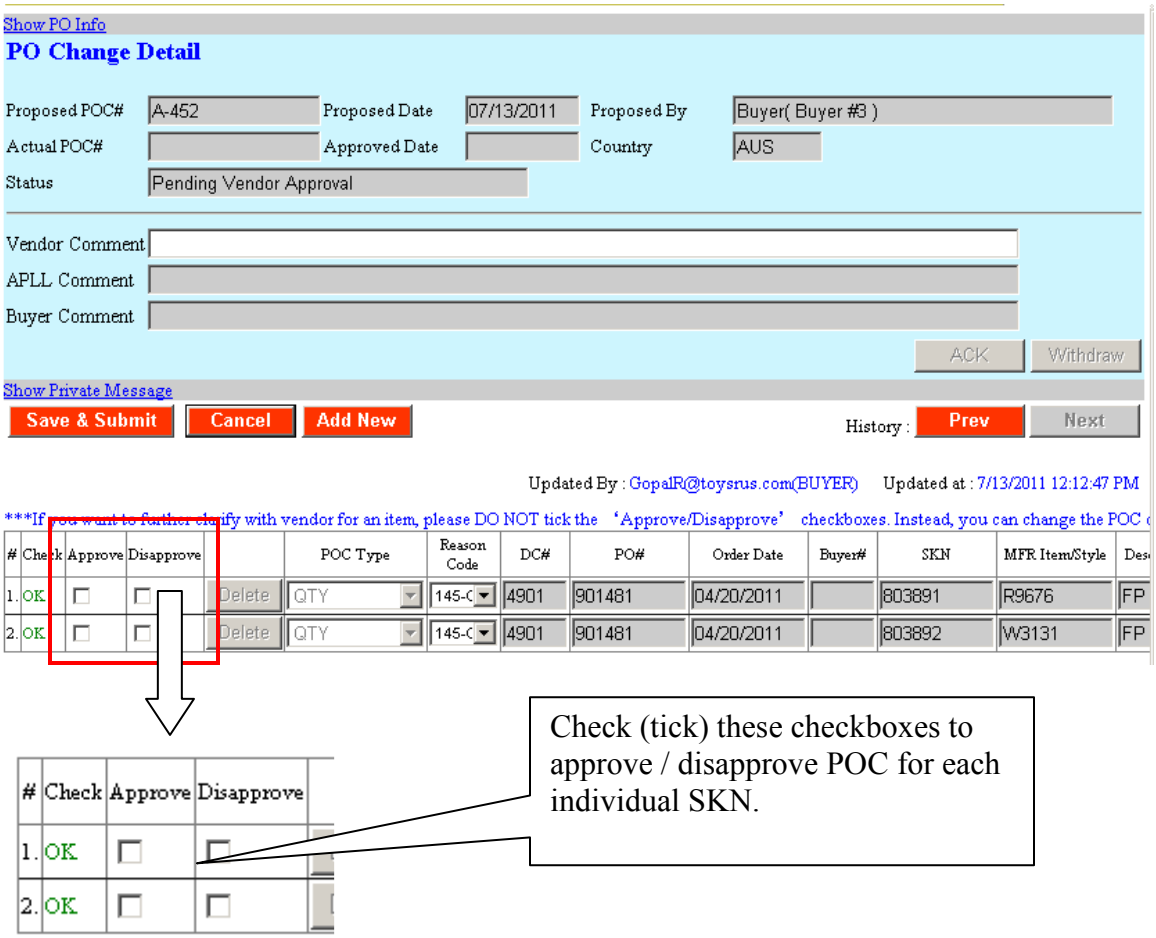
Enter "Vendor's Working Queue":


Vendor's Working Queue
Country
Status
Retrieve
Create POC
No. New Country Propose Date Proposed By Propose Party PO# Status Propose POC# Apv/Disapv Status POC Completion Date Actual POC#
Edit 1 * AUS 07/13/2011 peter.chan@abctoy.com ABC TOY AUSTRALIA 901484, 901485 POC Approved A-453 Approved:4 Disapproved:0 Pending:0 07/13/2011 A-453
Edit 2 AUS 07/13/2011 peter.chan@abctoy.com ABC TOY_AUSTRALIA Pending Review
Edit 3 AUS 07/13/2011 GopalR@toysrus.com Buyer 901481 Pending Vendor Approval A-452
Edit 3 AUS 07/13/2011 GopalR@toysrus.com Buyer 901481 Pending Vendor Approval A-452
Click this button to view the POC in details, or to approve / disapprove this POC.
Obviously, this POC was proposed by Buyer on 7/13/2011, and right now this POC is "Pending Vendor's Approval".

Friendly Reminder

If you would like to further negotiate with buyer for PO change improvement, please do NOT tick disapprove at this moment but start negotiation with buyer (please refer to Part VI (How to negotiate with buyer).

This is the detailed page of the POC Record.

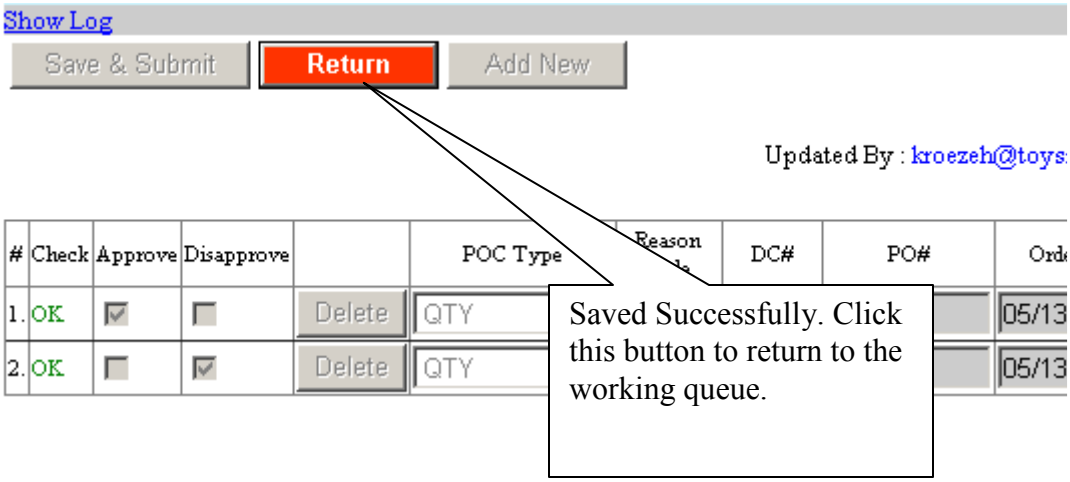


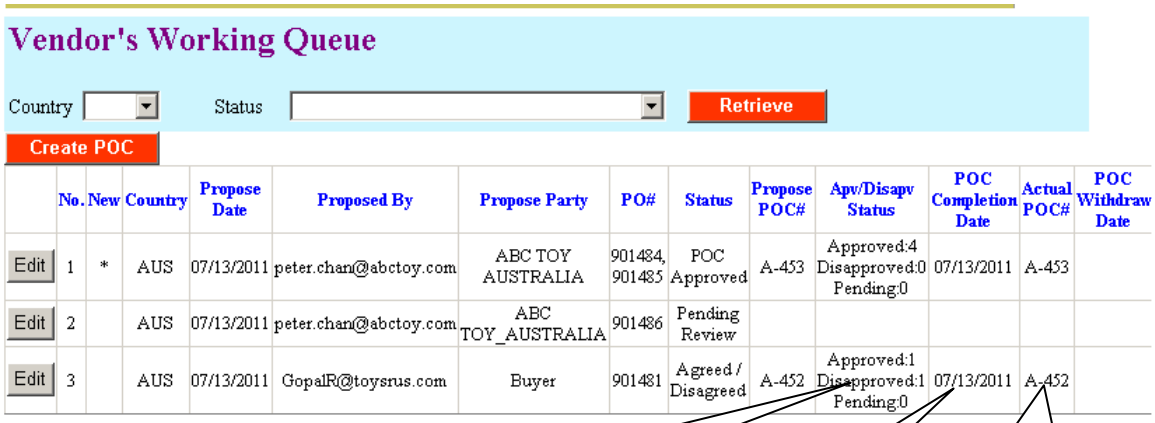
#	Check	Approve	Disapprove
1.	OK	☐	☐
2.	OK	☐	☐

For example, if you want to approve the first POC and disapprove the second POC, then you click check as follows:

#	Check	Approve	Disapprove
1.	OK	☑	☐
2.	OK	☐	☑

Click the “Save & Submit” button to confirm the action.


Show Log
Save & Submit
Return
Add New
Updated By : kroezeh@toys
Check Approve Disapprove POC Type Reason DC# PO# Ord
1. OK Delete QTY 05/13
2. OK Delete QTY 05/13
Saved Successfully. Click this button to return to the working queue.


Vendor's Working Queue
Country
Status
Retrieve
Create POC
No. New Country Propose Date Proposed By Propose Party PO# Status Propose POC# Apv/Disapv Status POC Completion Date Actual POC# POC Withdraw Date
Edit 1 * AUS 07/13/2011 peter.chan@abctoy.com ABC TOY AUSTRALIA 901484, 901485 POC Approved A-453 Approved:4 Disapproved:0 Pending:0 07/13/2011 A-453
Edit 2 AUS 07/13/2011 peter.chan@abctoy.com ABC TOY_AUSTRALIA 901486 Pending Review
Edit 3 AUS 07/13/2011 GopalR@toysrus.com Buyer 901481 Agreed / Disagreed A-452 Approved:1 Disapproved:1 Pending:0 07/13/2011 A-452
This column shows how many items in the POC record are approved / disapproved / still pending respectively.
Since all the items in the POC record has been approved / disapproved, so we have "POC Completion Date" here.
Since all the items in the POC record has been approved / disapproved, so "Actual POC#" is generated here.

Part VI – How to Negotiate with Buyer

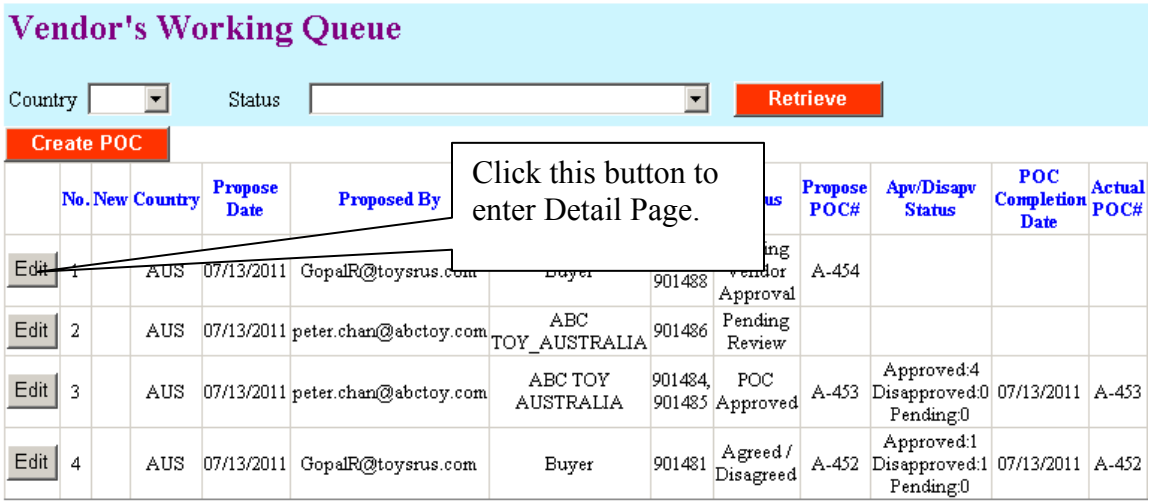
Scenario

Buyer proposed a POC Record with 3 items. Vendor accept the first 2 items, but would like to further negotiate with Buyer for the 3rd Item.

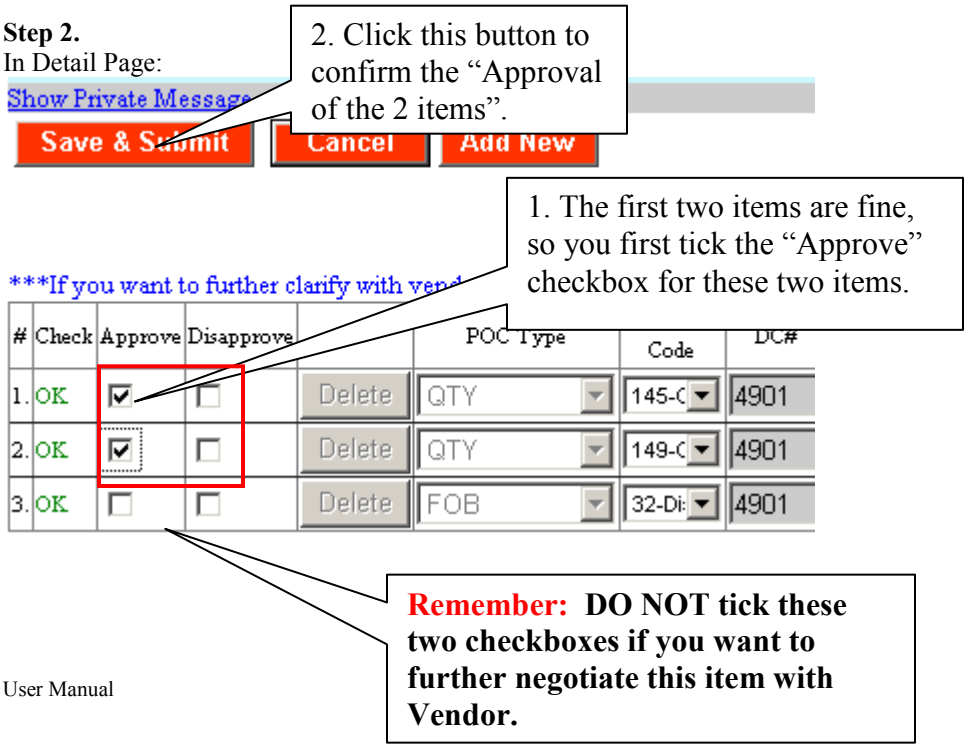
DC	PO#	SKN	Change Code	Old	New	Reason for the Change
49	901487	803908	QTY	900	1200	MOQ Production.
49	901487	803909	QTY	600	900	MOQ Production.
49	901488	803897	FOB	9.99	9.80	As per Quote Sheet

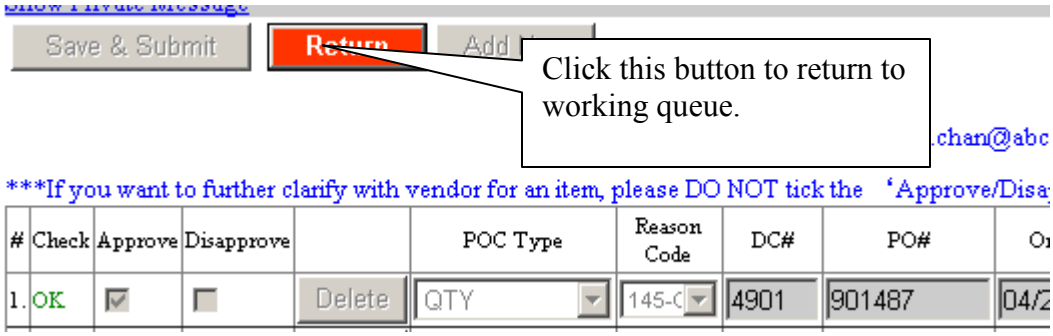
Procedure

Step 1. Enter Working Queue.

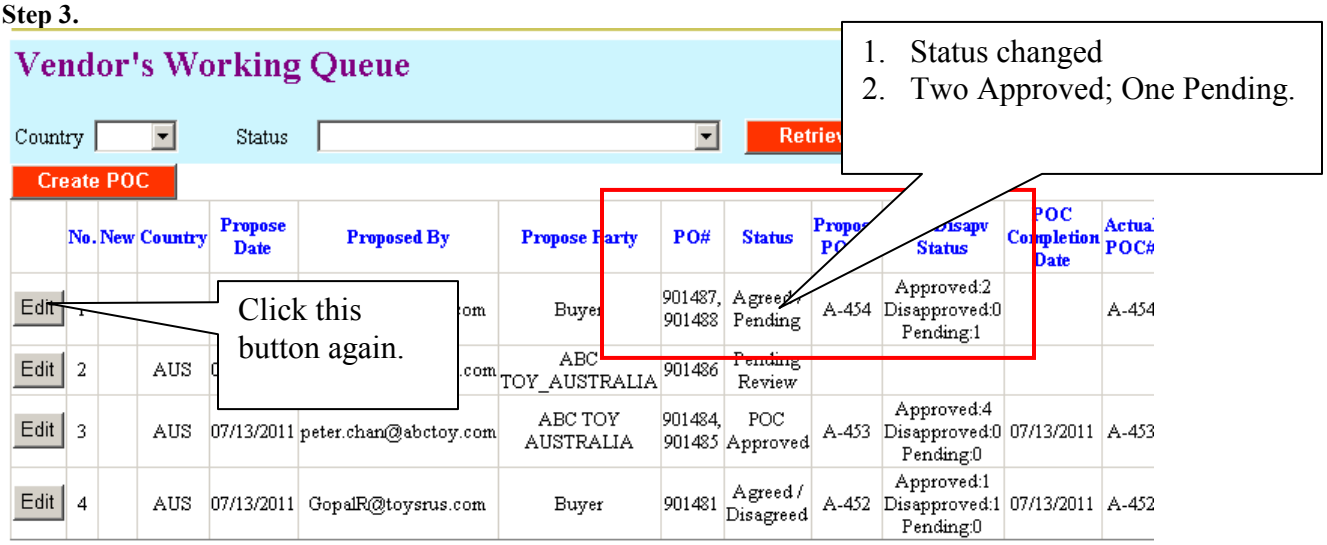

Vendor's Working Queue
Country
Status
Retrieve
Create POC
Click this button to enter Detail Page.
No. New Country Propose Date Proposed By Propose POC# Apv/Disapv Status POC Completion Date Actual POC#
Edit 1 AUS 07/13/2011 GopalR@toysrus.com 901488 A-454
Edit 2 AUS 07/13/2011 peter.chan@abctoy.com ABC TOY_AUSTRALIA 901486 Pending Review
Edit 3 AUS 07/13/2011 peter.chan@abctoy.com ABC TOY AUSTRALIA 901484, 901485 POC Approved A-453 Approved:4 Disapproved:0 Pending:0 07/13/2011 A-453
Edit 4 AUS 07/13/2011 GopalR@toysrus.com Buyer 901481 Agreed / Disagreed A-452 Approved:1 Disapproved:1 Pending:0 07/13/2011 A-452

Step 2.
In Detail Page:

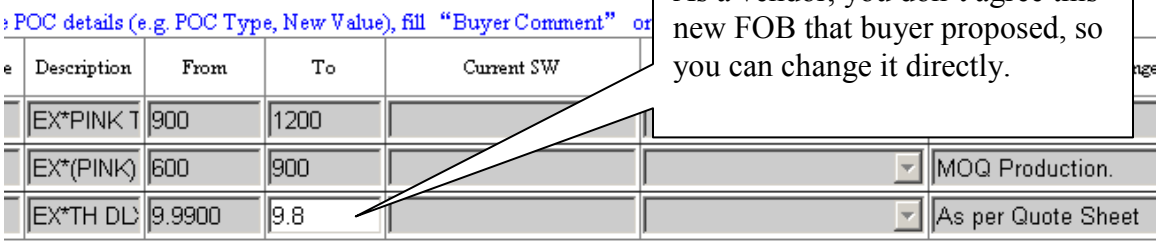

2. Click this button to confirm the "Approval of the 2 items".
Show Private Message
Save & Submit
Cancel
Add New
1. The first two items are fine, so you first tick the "Approve" checkbox for these two items.
***If you want to further clarify with vend
Check Approve Disapprove POC Type Code DC#
1. OK Delete QTY 145-C 4901
2. OK Delete QTY 149-C 4901
3. OK Delete FOB 32-Di 4901
Remember: DO NOT tick these two checkboxes if you want to further negotiate this item with Vendor.

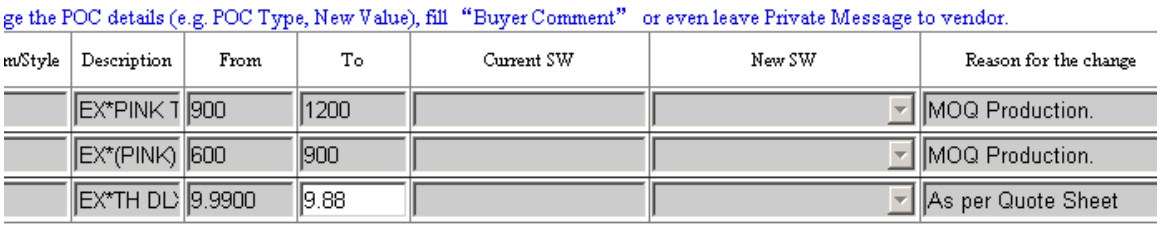


Step 3.

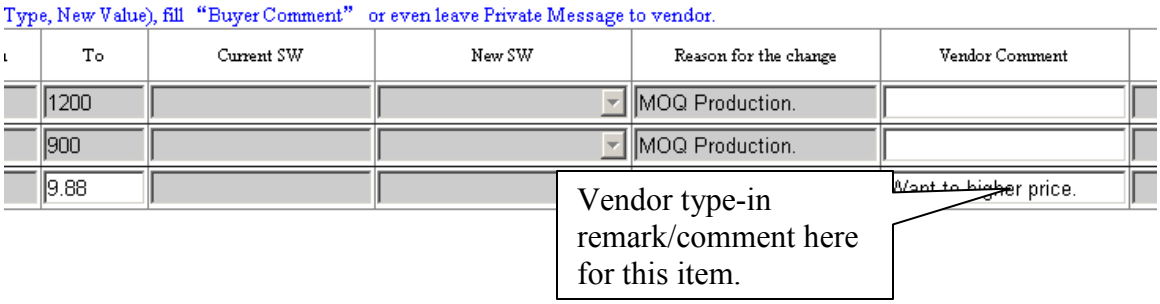

Vendor's Working Queue
1. Status changed
2. Two Approved; One Pending.
Country
Status
Retrie
Create POC
No. New Country Propose Date Proposed By Propose Party PO# Status Propo PO Disapv Status POC Completion Date Actua POC#
Edit
Click this button again.
Buyer
901487, 901488
Agreed / Pending
A-454
Approved:2 Disapproved:0 Pending:1
A-454
Edit 2 AUS
ABC TOY_AUSTRALIA
901486
Pending Review
Edit 3 AUS 07/13/2011 peter.chan@abctoy.com ABC TOY AUSTRALIA 901484, 901485 POC Approved A-453 Approved:4 Disapproved:0 Pending:0 07/13/2011 A-453
Edit 4 AUS 07/13/2011 GopalR@toysrus.com Buyer 901481 Agreed / Disagreed A-452 Approved:1 Disapproved:1 Pending:0 07/13/2011 A-452

Step 4. In detail page again.

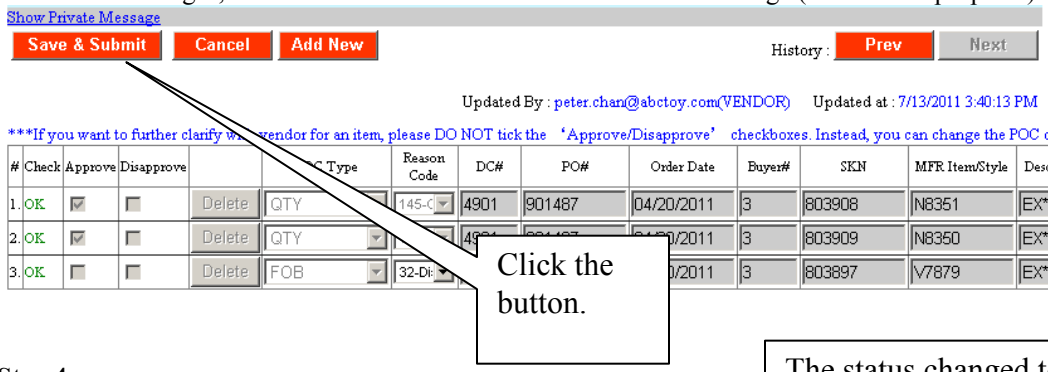

As a vendor, you don't agree this new FOB that buyer proposed, so you can change it directly.
e POC details (e.g. POC Type, New Value), fill "Buyer Comment" or
e Description From To Current SW
EX*PINK T 900 1200
EX*(PINK) 600 900 MOQ Production.
EX*TH DL 9.9900 9.8 As per Quote Sheet


ge the POC details (e.g. POC Type, New Value), fill "Buyer Comment" or even leave Private Message to vendor.
m/Style Description From To Current SW New SW Reason for the change
EX*PINK T 900 1200 MOQ Production.
EX*(PINK) 600 900 MOQ Production.
EX*TH DL 9.9900 9.88 As per Quote Sheet

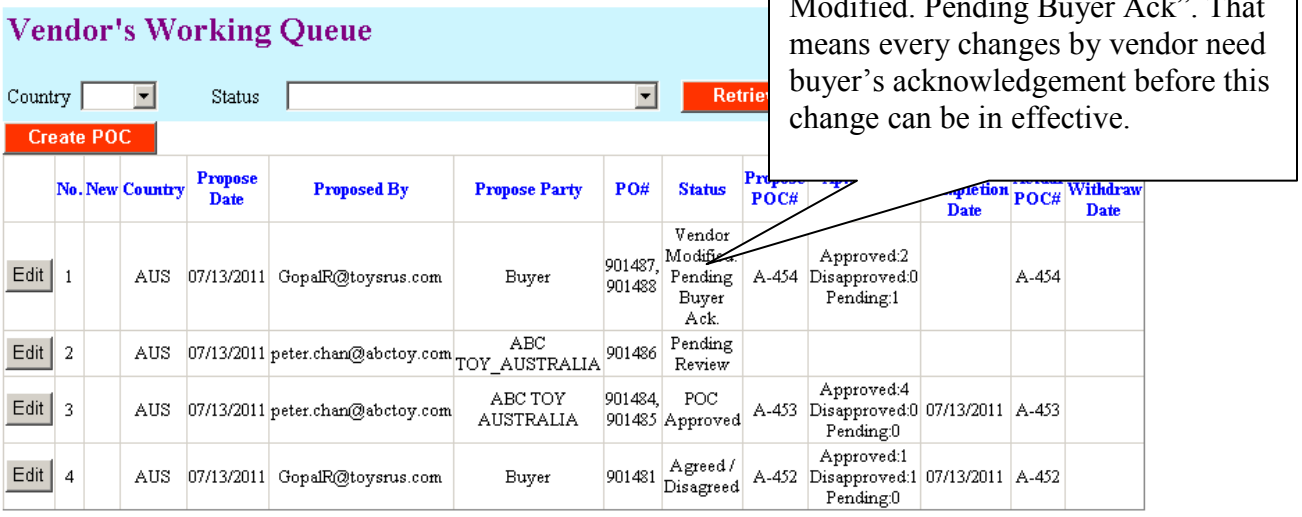
After change the New FOB from 9.80 to 9.88, it's better for buyer to type-in some remark in "Vendor Comment" to explain why buyer want such change.



After all the changes, click button "Save & Submit" to confirm the change (the counter-proposal).



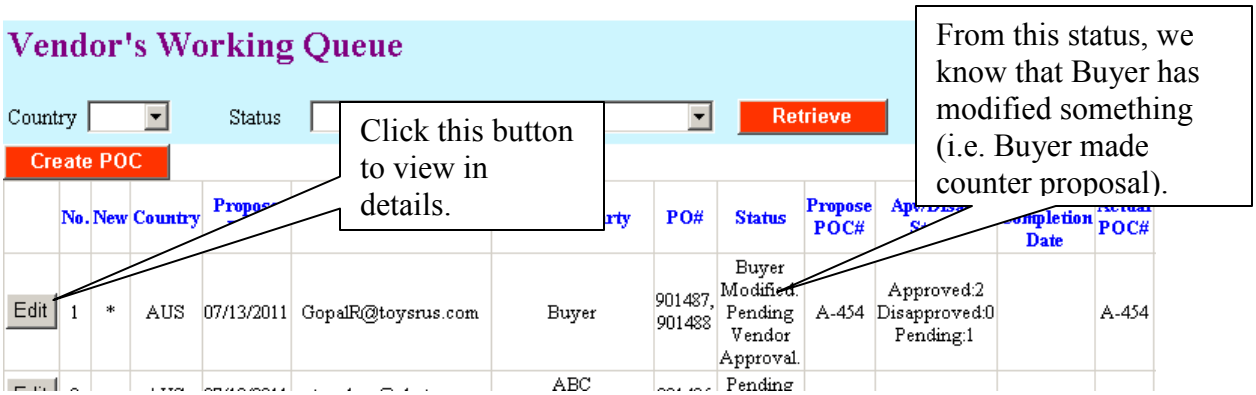
Step 4.


Vendor's Working Queue
Country
Status
Create POC
The status changed to "Vendor Modified. Pending Buyer Ack". That means every changes by vendor need buyer's acknowledgement before this change can be in effective.

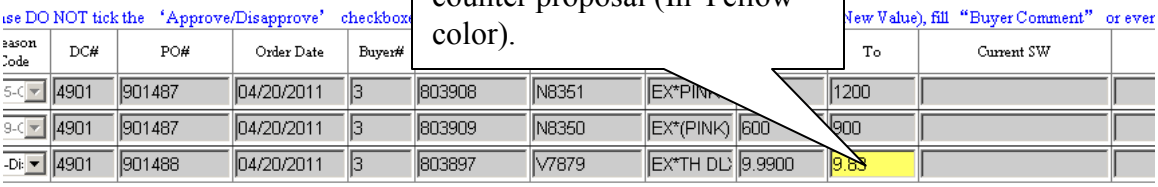
	No.	New	Country	Propose Date	Proposed By	Propose Party	PO#	Status	POC#			POC#	Withdraw Date
Edit	1		AUS	07/13/2011	GopalR@toysrus.com	Buyer	901487, 901488	Vendor Modified. Pending Buyer Ack.	A-454	Approved:2 Disapproved:0 Pending:1		A-454	
Edit	2		AUS	07/13/2011	peter.chan@abctoy.com	ABC TOY_AUSTRALIA	901486	Pending Review					
Edit	3		AUS	07/13/2011	peter.chan@abctoy.com	ABC TOY AUSTRALIA	901484, 901485	POC Approved	A-453	Approved:4 Disapproved:0 Pending:0	07/13/2011	A-453	
Edit	4		AUS	07/13/2011	GopalR@toysrus.com	Buyer	901481	Agreed / Disagreed	A-452	Approved:1 Disapproved:1 Pending:0	07/13/2011	A-452	

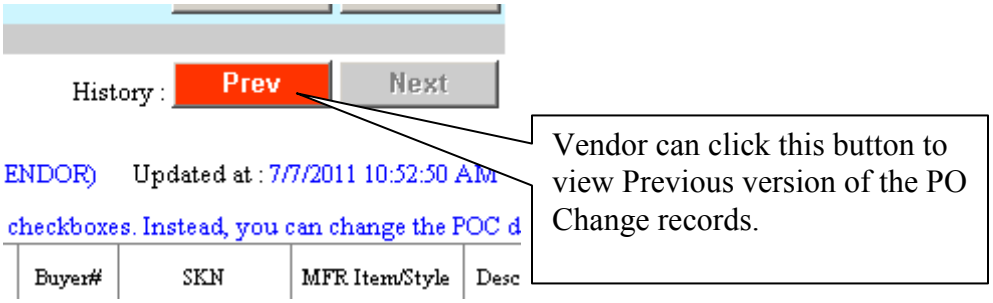
Now vendor should be waiting buyer's acknowledgement. Please also note that based on buyer's change, buyer can also raise their counter-proposal. See below steps.

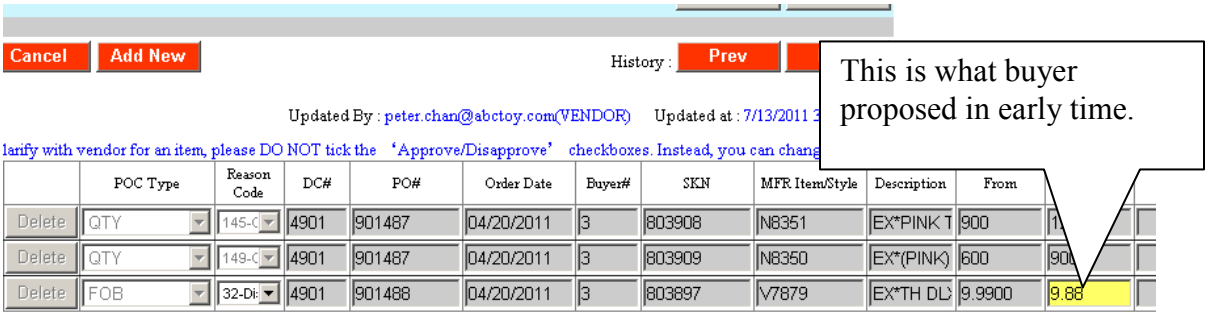
Step 5. After few days, buyer replied. In vendor's working queue:



Step 6. In Detail Page:

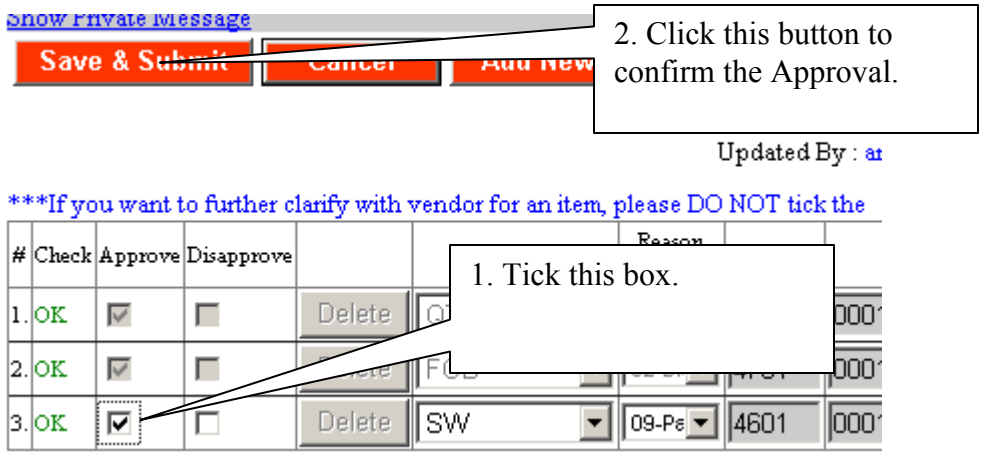




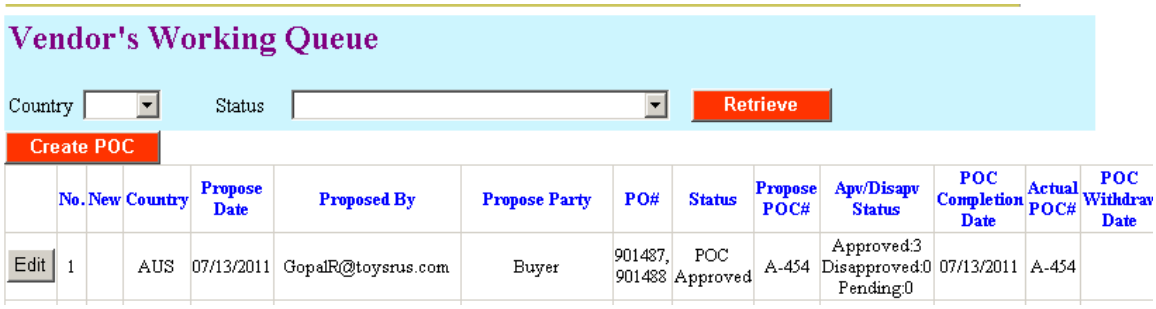


Step 7.

So suppose vendor eventually agree with Buyer's counter proposal, vendor can simple tick the 'Approve' checkbox to approve it:



Step 8. This POC is completed.



Vendor's Working Queue

Country Status Retrieve

Create POC

	No.	New	Country	Propose Date	Proposed By	Propose Party	PO#	Status	Propose POC#	Apv/Disapv Status	POC Completion Date	Actual POC#	POC Withdraw Date
Edit	1		AUS	07/13/2011	GopalR@toysrus.com	Buyer	901487, 901488	POC Approved	A-454	Approved:3 Disapproved:0 Pending:0	07/13/2011	A-454	

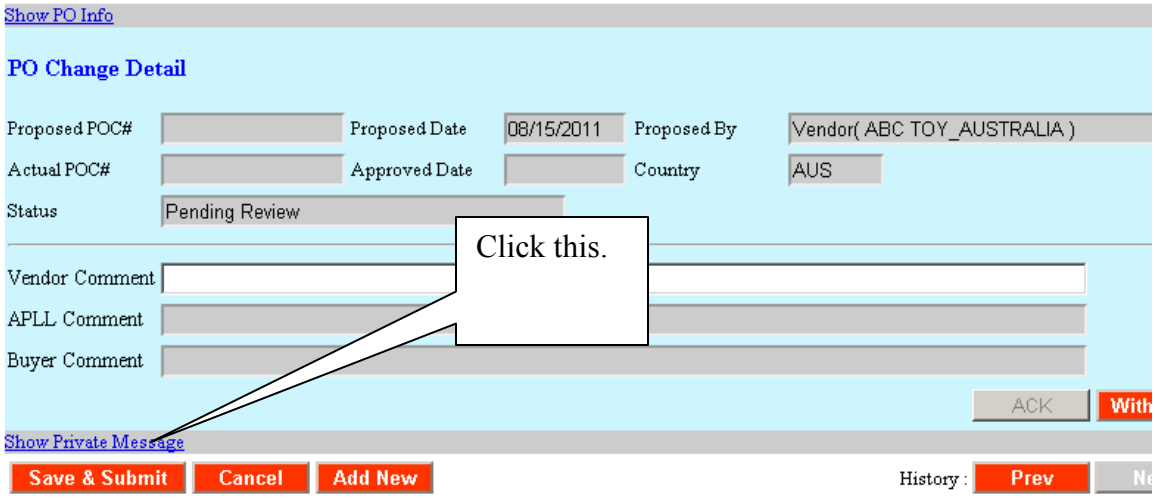
Now this POC is completed:

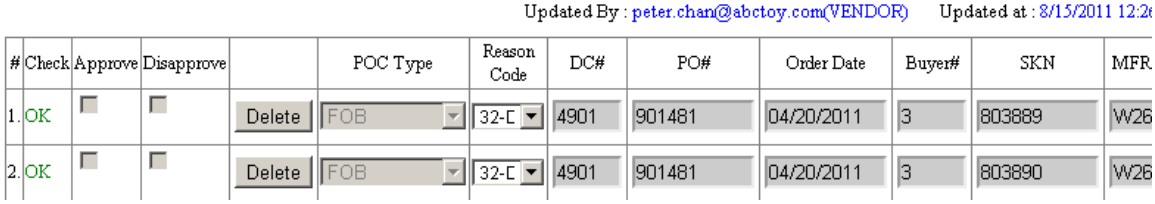
1. Actual POC# generated;
2. Has POC Completion Date.

Private Message

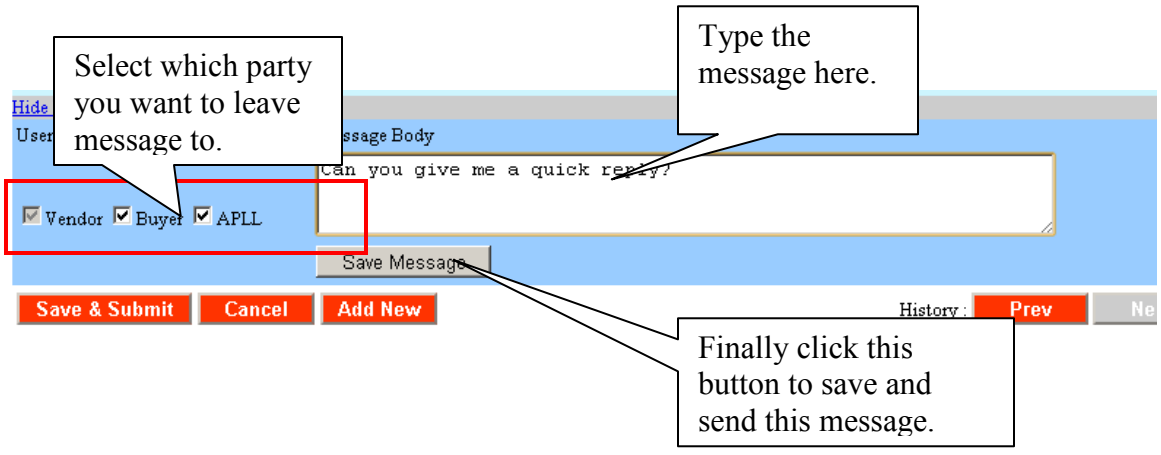
Another way to communicate with buyer or other parties is via the Private Message:

1. In your working queue, enter the detail page of a POC Record. Click the link "Show Private Message":

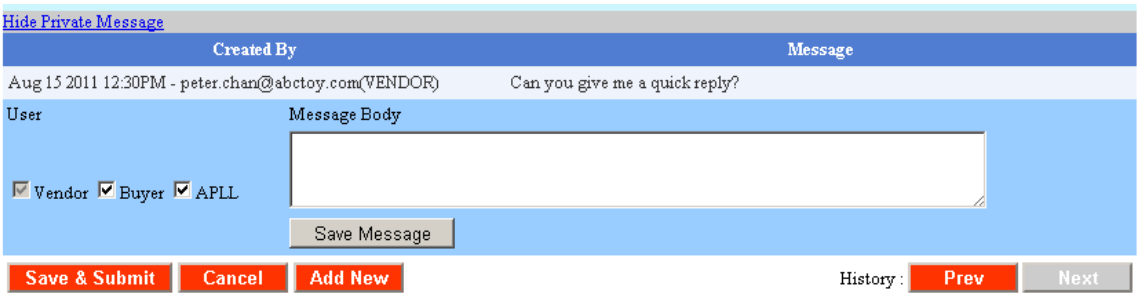



Updated By : peter.chan@abctoy.com(VENDOR)
Updated at : 8/15/2011 12:2
Check Approve Disapprove POC Type Reason Code DC# PO# Order Date Buyer# SKN MFR
1. OK Delete FOB 32-D 4901 901481 04/20/2011 3 803889 W26
2. OK Delete FOB 32-D 4901 901481 04/20/2011 3 803890 W26

2.



3.



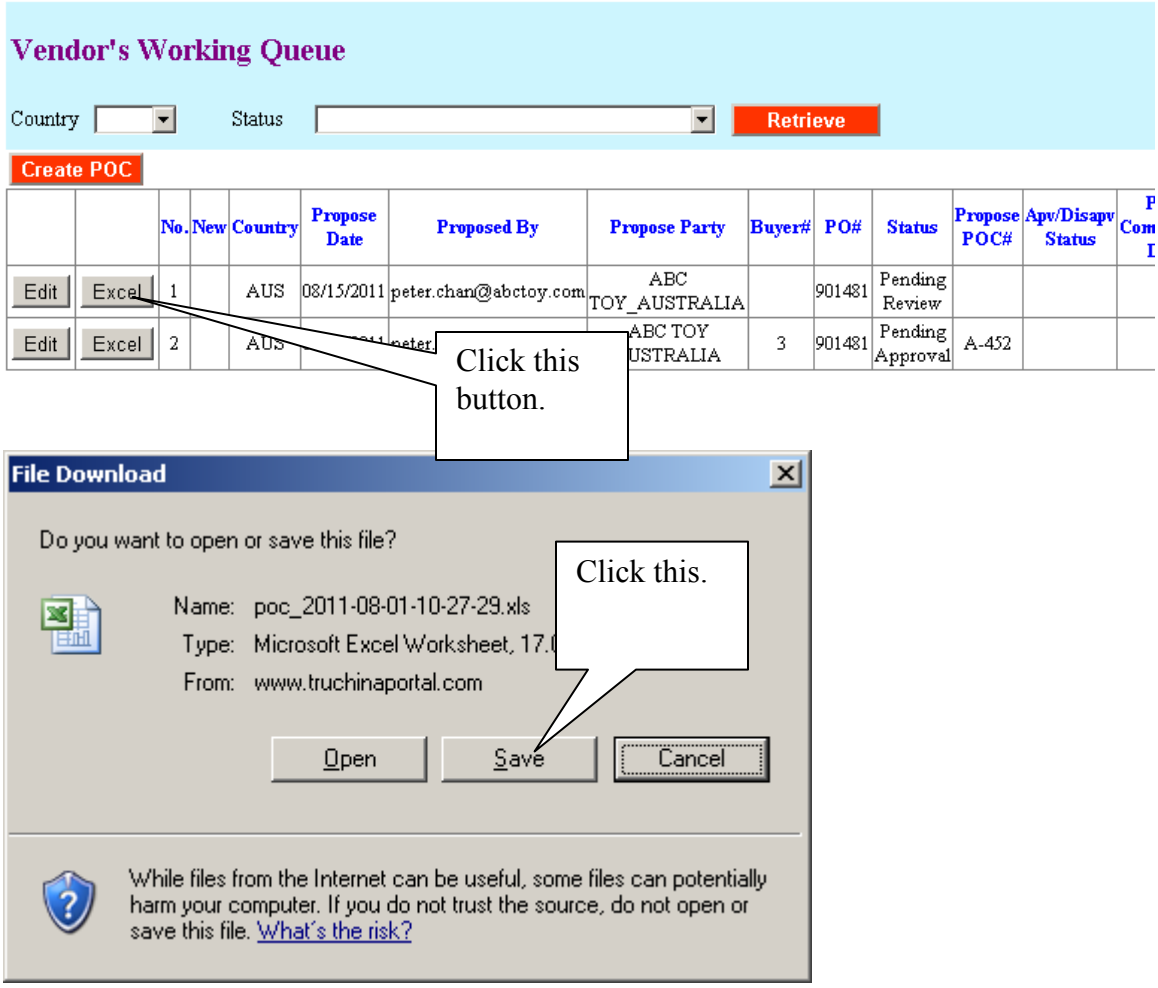
4. After buyer click the "Save Message", the corresponding party (in this example, the Buyer & APLL Officer) will receive an alert email, and the private message will be included in the "Message Body" of the alert email.

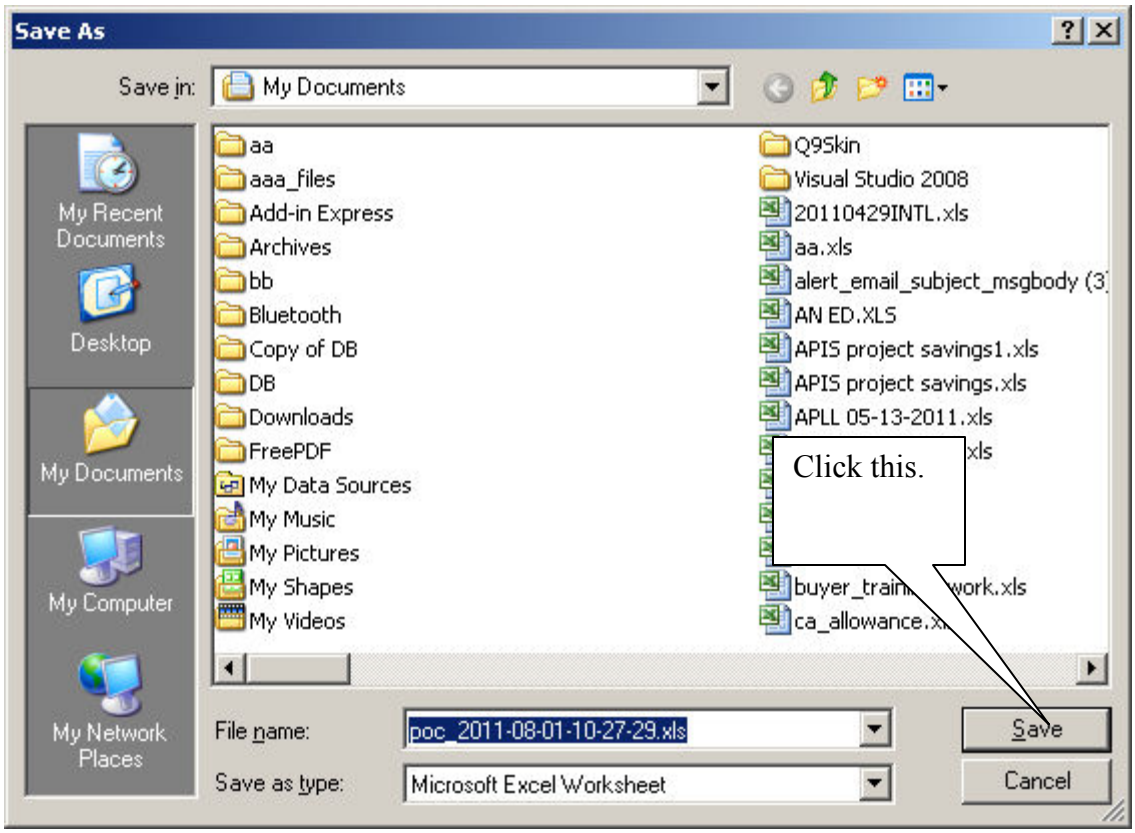
5. Of course when the corresponding party (in this example, the Buyer & APLL Officer) login and enter the detail page of the particular POC, he/she can also see the message.

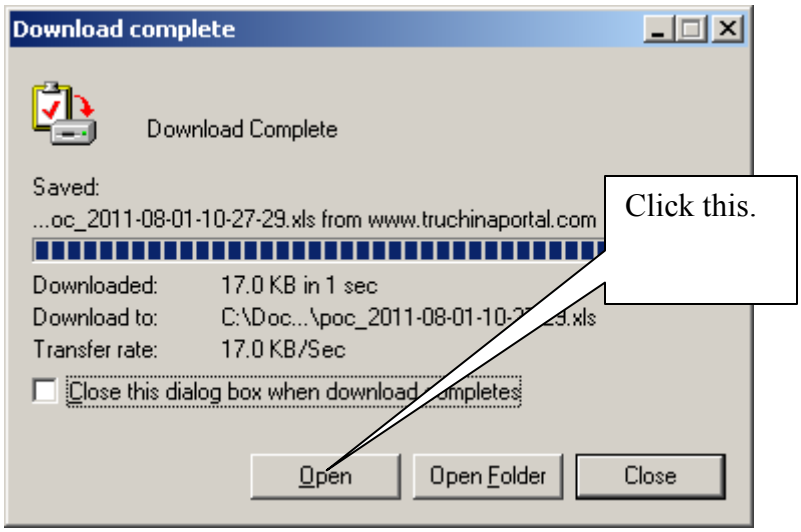
6. Please note that:
   1) You can leave Private Message to other parties at any time you like, as long as the POC record is still in your working queue.
   2) When you leave Private Message, the status will not change at all.

Part VII – How to Export POC to Excel

In Working Queue, there is a button named “Excel”. You can use this button to export the POC to Excel.




Save As
Save in:
My Documents
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
aa
aaa_files
Add-in Express
Archives
bb
Bluetooth
Copy of DB
DB
Downloads
FreePDF
My Data Sources
My Music
My Pictures
My Shapes
My Videos
Q9Skin
Visual Studio 2008
20110429INTL.xls
aa.xls
alert_email_subject_msgbody (3
AN ED.XLS
APIS project savings1.xls
APIS project savings.xls
APLL 05-13-2011.xls
Click this.
File name:
poc_2011-08-01-10-27-29.xls
Save as type:
Microsoft Excel Worksheet
Save
Cancel


Download complete
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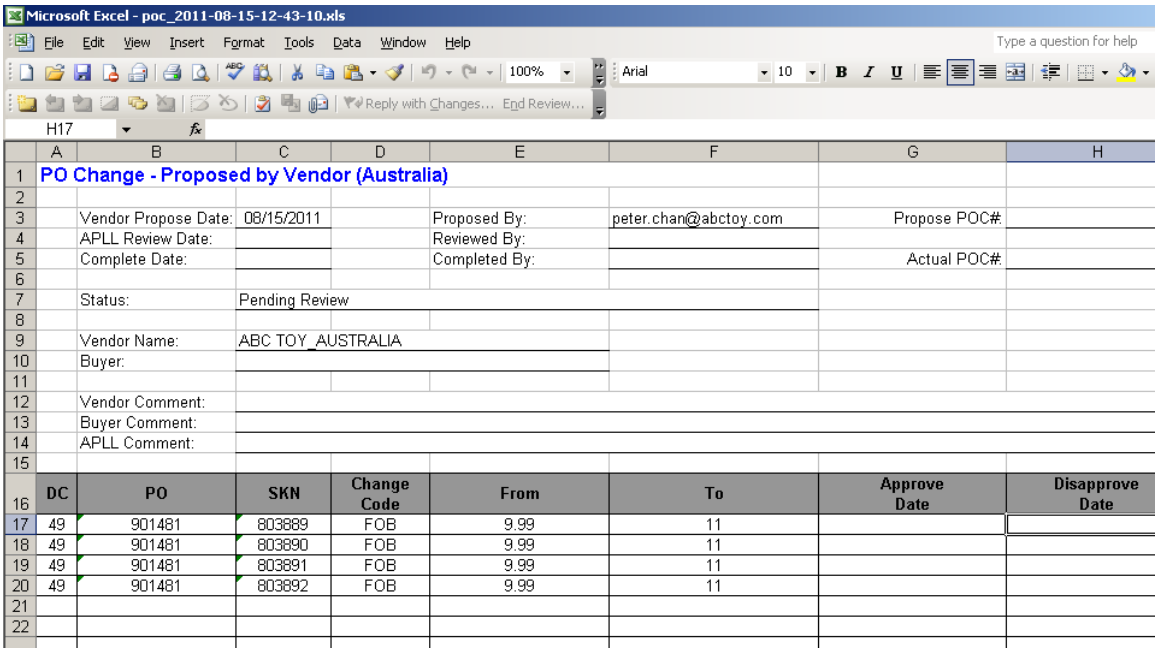
Saved:
...oc_2011-08-01-10-27-29.xls from www.truchinaportal.com
Downloaded: 17.0 KB in 1 sec
Download to: C:\Doc...\poc_2011-08-01-10-
Transfer rate: 17.0 KB/Sec
Close this dialog box when download completes
Open
Open Folder
Close
Click this.



Microsoft Excel - poc_2011-08-15-12-43-10.xls

File Edit View Insert Format Tools Data Window Help — Type a question for help

100% | Arial | 10 | B I U | Reply with Changes... End Review...

H17

	A	B	C	D	E	F	G	H
1	PO Change - Proposed by Vendor (Australia)							
2								
3		Vendor Propose Date:	08/15/2011		Proposed By:	peter.chan@abctoy.com	Propose POC#:	
4		APLL Review Date:			Reviewed By:			
5		Complete Date:			Completed By:		Actual POC#:	
6								
7		Status:	Pending Review					
8								
9		Vendor Name:	ABC TOY_AUSTRALIA					
10		Buyer:						
11								
12		Vendor Comment:						
13		Buyer Comment:						
14		APLL Comment:						
15								

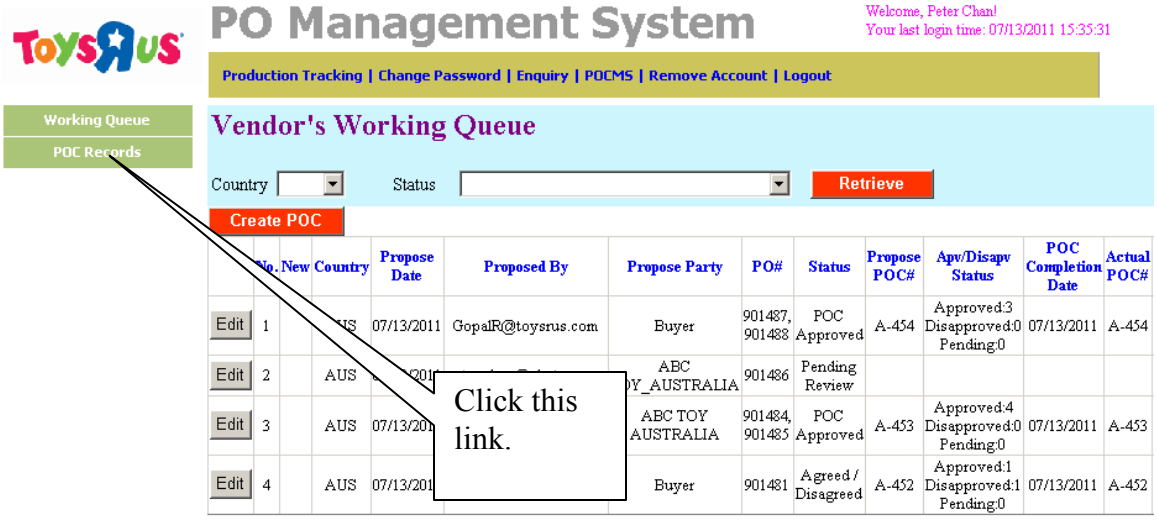
16	DC	PO	SKN	Change Code	From	To	Approve Date	Disapprove Date
17	49	901481	803889	FOB	9.99	11		
18	49	901481	803890	FOB	9.99	11		
19	49	901481	803891	FOB	9.99	11		
20	49	901481	803892	FOB	9.99	11		
21								
22								

Part VIII – How to Retrieve POC Records

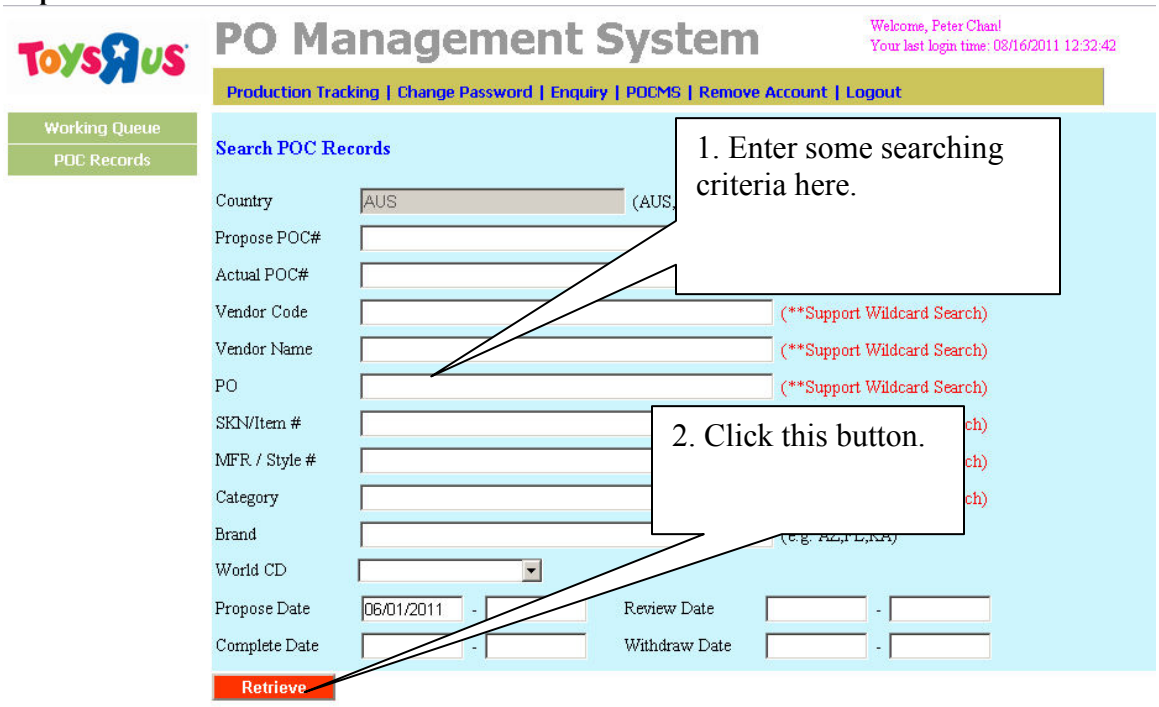
The Working Queue always contains the O/S POC records, i.e., POC Records not yet completed (No POC Completion Date).

If you want to view POC Records that have been completed for while, you can use this function.

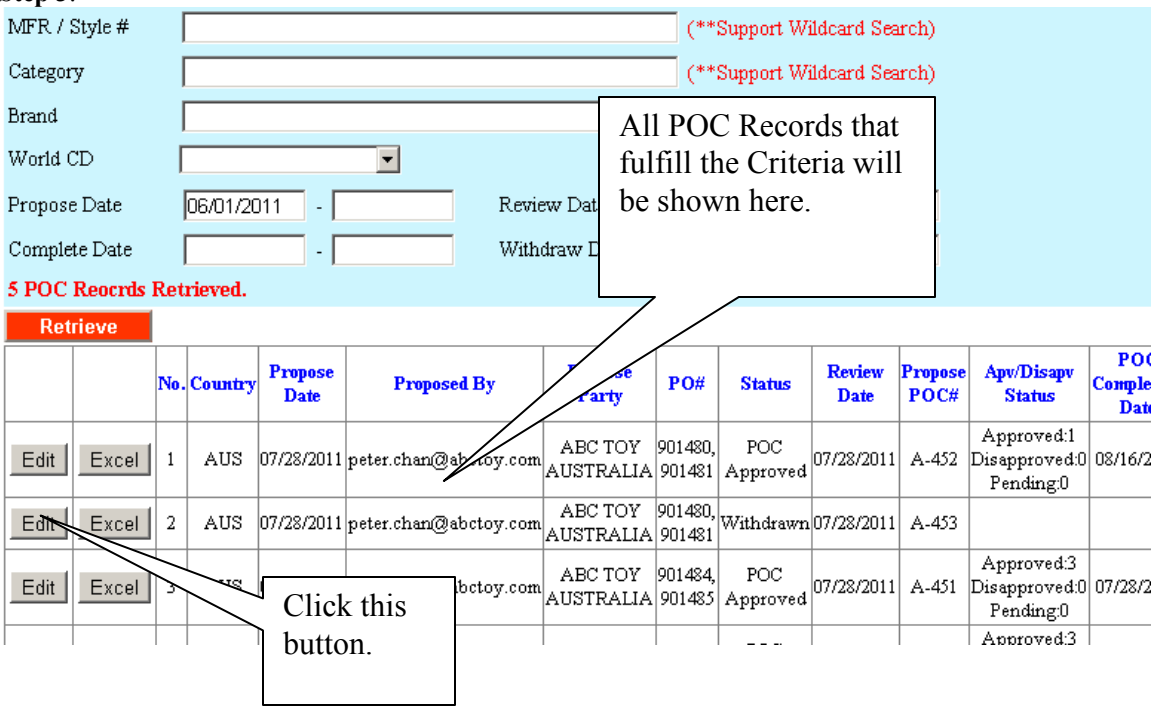
Step 1.



Step 2.



Step 3.



Step 4. Details of the POC record will be shown. However, you can only view the record, but not modify it.